

CULTUREBOT MANAGING DIRECTOR JOB DESCRIPTION

BACKGROUND

Culturebot.org is a website devoted to cultural critique and the contemporary performing arts, providing a platform for dialogue and conversation, fostering new voices in critical writing and supporting thoughtful investigation of artists working across disciplines. Created by Andrew Horwitz as an audience engagement initiative for Performance Space 122, the site launched in December 2003 as a simple blog and over the years has grown into a trusted voice and thought leader in the field of contemporary performing arts.

2012 is proving to be a pivotal year for Culturebot. We are transforming from a website into a multi-platform content creator. Over the past eighteen months we have doubled our senior editorial staff, developed a reliable group of core contributors and retained two administrative support personnel. We have increased our editorial output and multimedia content and established ourselves as a key critical voice on major issues in the contemporary performing arts. Our readership has continued to increase and we're developing several public programming initiatives, leveraging our critical expertise to implement audience engagement programs for arts institutions and festivals.

For more information see "Relevant Links" section at bottom of page.

We are seeking an energetic, dynamic, creative and professional Managing Director who shares our vision for the future of arts writing to support Culturebot in its goal of becoming the national voice of the contemporary performing arts in America.

Culturebot strives to foster a collaborative environment that encourages entrepreneurialism, initiative and innovation.

MANAGING DIRECTOR JOB DESCRIPTION

The Managing Director will work collaboratively with Founder and Editor to develop and implement strategic plan for the long-term sustainability of Culturebot. The primary responsibility of Managing Director will be to oversee and track internal workflow related to the development of editorial and administrative infrastructure. This includes both creative and administrative tasks such as collaborating to articulate editorial vision and style guide with concomitant editorial structure; supporting Founder in revenue generation, fundraising, grant writing and development initiatives; collaborative planning and management of implementation of technological enhancements to site; developing content areas, channels and partnerships; identify product and service offerings; managing external relationships and new initiatives.

The Managing Director will be an integral part of the Culturebot team, reporting directly to Founder. The ideal candidate will have the ability to work both independently and collaboratively

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as needed. They will be capable of leveraging the assets and credibility Culturebot has acquired since 2003 to transition the project from an ad hoc venture to a free-standing, structured organization.

This is currently an unpaid position, as are all positions at Culturebot. The ideal candidate will see the potential for growth and will be willing to invest sweat equity towards eventual remuneration.

RESPONSIBILITIES include but are not limited to:

- Developing and managing workflow and meetings schedule
- Developing organizational timeline
- Working with Founder to identify, develop and write grants
- Working with Founder to develop strategic and business plans
 - Working with Editor to manage current stable of writers; identify and develop relationships with new writers and editors
- Developing proposed operations budget and income strategies
- Contributing content to site as needed

QUALIFICATIONS

- Comprehensive knowledge of contemporary performing arts in multiple disciplines
- Strong writing and editing skills
- 2-5 years arts administration experience
- Strong knowledge of current trends and ideas in the arts and arts funding
- Competency with MS Office and basic internet platforms (Google Docs, Facebook, Twitter, etc.)
- Familiarity with Adobe Creative Suite, WordPress and multimedia (iMovie, Garage Band, etc.)

RELEVANT LINKS

NEW CRITICAL MODELS

<http://www.culturebot.net/2012/03/12883/culturebot-and-the-new-criticism/>

CULTUREBOT at Exit Art/Embedded Criticism

<http://www.culturebot.net/2012/04/12826/culturebots-ephemeral-evidence-at-exit-art/>

Culturebot at Fusebox - post-mortem (live critical interventions/critical horizontalism in practice)

<http://www.culturebot.net/2012/05/13412/fusebox-festival-wrap-up/>

Visual Art Performance vs. Contemporary Performance

<http://www.culturebot.net/2011/11/11663/visual-art-performance-vs-contemporary-performance/>

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