



*Award-winning, innovative community-based dance company, Forklift Danceworks, seeks a*  
**Collaborative Learning Manager**

### Job Overview

Approaching its milestone 25th season, Forklift Danceworks is an international leader in the field of community-based artmaking. The Collaborative Learning Program (Co-Lab) is Forklift Danceworks' transformative creative process that uses inquiry and collaboration to deepen connection among a wide range of communities. Co-Lab is an important component of Forklift Danceworks' annual programming and earned income.

As an integral member of the Forklift Danceworks' staff team, the Collaborative Learning Manager manages and oversees Co-Lab. Success in this position includes growing Co-Lab by building effective relationships with collaborating organizations and clients, designing and implementing Co-Lab programming, managing programmatic staff, and working with the executive leadership team to meet and exceed Co-Lab annual revenue goals. The Collaborative Learning Manager reports to the Artistic Director.

### Responsibilities and Duties

- As an key member of the Forklift Danceworks team, the Co-Lab Manager will:
  - Manage and grow Co-Lab; oversee annual program evaluation.
  - Cultivate and solicit opportunities for Co-Lab— providing communities nationally and internationally with a diverse means of engaging and collaborating with communities following the Forklift method.
  - Develop strategic partnerships with Co-Lab clients.
  - Manage messaging of Co-Lab, including presentations to new partners and presence of Co-Lab on Forklift website and in written materials.
  - Participate in short and long-term organizational planning.
- In regards to the finances of Co-Lab, the Director will:
  - Track Co-Lab revenue, providing monthly financial reports to the executive leadership team.
  - Ensure Co-Lab contracts are paid in a timely manner.
- Oversee program development and personnel management, specifically:
  - Design and implement Co-Lab programming—including delivering workshops, classes, residencies, talks and presentations.
  - Manage Forklift staff in the delivery of Co-Lab programming. Build, supervise and evaluate the Co-Lab personnel team.

## **Qualifications**

- Demonstrated practice and knowledge of community-based dance methods.
- Five or more years of professional experience in the field of community-based art making.
- Professional experience leading personnel, including hiring, training and overseeing teaching artists.
- Professional experience creating and managing budgets, working with clients on contracting and overseeing financial statements.
- Collaborative in nature, a great listener, and a demonstrated capacity to work independently while leading a team effectively.
- Works well with diverse groups and is comfortable in a variety of community settings.
- A strong communicator and writer.
- Passionate about the work of Forklift Danceworks and thrilled to lead the organization in the management of Co-Lab.
- Masters or Graduate degree preferred. Professional experience may substitute for education.

## **Compensation**

Compensation for this full-time position will be \$60,000 to 70,000, depending on the candidate's experience. Position includes health benefits, retirement matching, and a generous PTO package. Forklift Danceworks is based in Austin, Texas, but this position could be filled by someone who lives outside of Austin, working remotely with the team and traveling to Austin for meetings as needed.

## **To Apply**

Resumes will be reviewed on receipt. Start Date is negotiable. Please submit a cover letter and resume, including three professional references to [employment@forkliftdanceworks.org](mailto:employment@forkliftdanceworks.org).

Incomplete applications will not be considered. Please do not contact Forklift Danceworks directly. Forklift Danceworks is committed to building an inclusive workplace and increasing diversity on our team. We encourage applications from candidates who identify as BIPOC, women, people with disabilities, LGBTQ+, and other identities representative of the communities we serve. We are an Equal Employment Opportunity and Affirmative Action Employer and we do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.