



*A contemporary artist residency, dance and performance center,  
for Martha's Vineyard and beyond*

Post Office Box 405, Chilmark, MA 02535-0405  
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The Yard is seeking a full-time Executive Associate to join our team.

## **Job Description**

### **Organization Summary –**

The Yard is a nonprofit creation and performance platform for local, national, and international artists, with a focus on contemporary dance. Founded in 1973 by the late choreographer Patricia Nanon, The Yard provides paid space, time, and resources for performing artists to create, perform, and engage with our community. We share these artists' work publicly through presentations and wide-ranging educational experiences for all ages. Through these programs and more, we provide year-round opportunities for our community to experience the arts.

Located on the island of Martha's Vineyard, The Yard's 2.6 acre campus is in the "up-island" rural town of Chilmark. Our 100-seat black box theater and open-air studio are operable in the summer months. Three residences also sit on the property and serve as artist and staff housing. In the cold-weather months, we offer programs in various offsite locations, ranging from performances at the 700-seat Martha's Vineyard Performing Arts Center to libraries and community centers across the island.

### **Our Mission –**

The Yard supports diverse, contemporary dance-makers and related artists in their creative processes through paid creative residency, public performance, long term education, and artist driven civic engagement. We serve all ages and cultural populations on Martha's Vineyard, and work collaboratively with artists, producers, and other cultural organizers within regional, national, and international contexts.

For more information about The Yard, visit [dancetheyard.org](http://dancetheyard.org).

### **Executive Associate Job Description –**

**Reports To:** Executive Director

**Employee Class:** Full Time Exempt

**Work Location:** 1 The Yard, Chilmark, MA 02535 on Martha's Vineyard with flexibility to work remotely

The Executive Associate is a key member of The Yard's core, year-round team with a diverse portfolio of responsibilities. Working closely with the Executive Director, they regularly interact with all departments to ensure successful team work. Through collaboration and administrative leadership, they advance many aspects of The Yard's work and strengthen the overall health and efficacy of the organization.

### **Principal Duties and Responsibilities:**

- Serve as the administrative assistant to the Executive Director
- Manage the design and/or implementation of organizational policies, processes, and procedures such as an H.R. manual; personnel recruitment, onboarding, and offboarding practices; and health and safety policies
- Manage health insurance, retirement, and other benefits for staff
- Act as staff to the Board of Directors, providing administrative support to Board committees including scheduling, communications, minute-taking, filing, and reporting
- Project manage and support the annual organizational audit and tax preparation with the Board Treasurer, Executive Director, and Bookkeeper

- Regularly communicate with The Yard's Bookkeeper and manage selective financial processes such as making bank deposits, conducting quarterly reconciliations, and approving monthly staff expense reimbursements
- Assist the Executive Director in the creation and management of the operating budget
- Manage the grants calendar and provide administrative support to the Grant Writer/Researcher
- Contribute to the management of new Spektrix database, maintaining data hygiene practices and strengthening data-driven decision making
- Provide focused administrative support to the Program Director and Production Manager to ensure smooth execution of programs, supporting logistics such as scheduling, travel booking, and hospitality
- Work with the Production Manager and Property Manager to ensure upkeep of The Yard's facilities
- Support basic office functions such as picking up mail and ordering supplies
- Spearhead emergency preparedness efforts

#### **Other Duties and Responsibilities:**

The Yard has a small, dynamic staff and relies on cross-departmental collaboration. All positions are expected to routinely contribute in areas outside of their primary focus to ensure successful programs and operations. Examples include but are not limited to answering the office phone, assisting with campus projects, providing support to artists-in-residence, and helping set up for and strike performances and events.

#### **Skills & Experience:**

- Prior operations and project management experience, preferably for a small or mid sized institution
- Highly organized and adept at managing multiple projects simultaneously
- Excellent administrative skills and attention to detail
- Computer skills and fluency with Google Workplace or comparable system
- Strong verbal and written communication skills and ability to organize information clearly and concisely
- Ability to work both collaboratively and autonomously within a small organization
- Cultural competency to work with individuals from diverse backgrounds and life experiences
- Evidence of connection with The Yard's mission and values
- Knowledge of dance and the performing arts a plus but not required

#### **Salary, Benefits & Physical Requirements:**

- Salary range: \$45,000-\$55,000
- Health benefit package, cell phone reimbursement, and option to enroll in the Massachusetts Defined Contribution CORE Plan
- Generous paid time off and flexible holidays
- Flexible schedule with requirement to work some weekends and evenings
- Live on Martha's Vineyard with some flexibility to work remotely
- Professional development opportunities

#### **Apply Today**

To apply, email cover letter, resume, and two references to [chloejones@dancetheyard.org](mailto:chloejones@dancetheyard.org) with subject line "Executive Associate." Interested candidates are encouraged to apply as soon as possible. Applications will be reviewed on a rolling basis with priority given to those received by April 1.

*The Yard is working toward becoming a more anti-racist and equitable organization, which includes developing a work environment that is reflective of the communities we serve. Applicants from all populations and underrepresented groups are encouraged to apply. Strong candidates will work in alignment with The Yard's mission, values, and commitment to anti-racism.*