

Wednesday, October 7, 2015

Program Manager, Arts Program

Company: Bloomberg Philanthropies
Location: New York, NY

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Primary Function: Manage projects and programs under supervision of Program Lead. Specific focus will depend on individual expertise and Program needs, but will include advancing signature initiatives supporting small and mid-size organizations, public art, and digital innovation in the U.S. and internationally.

Responsibilities:

Manage day-to-day progress on assigned projects and programs.

Work with grantees, applicants, consultants and other stakeholders on behalf of Arts Program projects and goals including attending on site and off site meetings.

Develop and implement procedures to insure coordinated workflow of Arts Program, including timelines, applications, selection criteria, compliance, tracking, evaluation and reports

Help develop new and/or refined grant programs, including researching and summarizing activities and information across a broad spectrum of topics

Work with outside consultants to develop analytic reports and analysis of the program outlining program impact and challenges.

Coordinate exchange of information between Arts Program and Bloomberg Philanthropies colleagues

Help plan and execute events, conferences and convenings for grantees

Assist with other projects as needed including drafting documents and correspondence, and completion of presentations

Requirements:

4-8 years of experience working on culture project management and/or administration in arts and culture or related fields.

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Knowledge of arts management and digital technologies desired

Demonstrated project management experience

Must be a team player and enjoy working in a collaborative environment

Strong written and verbal communications skills

Proficiency in Microsoft Word, Excel and PowerPoint

Understanding of and interest in social media platforms (Facebook, Twitter, Instagram, etc.) are a plus, as is familiarity with advanced, customized software applications

Experience in finance and data analytics are also of interest.

To Apply:

Please send resume to careers@bloomberg.org, prefacing job title in subject line.

About us:

Bloomberg Philanthropies Arts Program is strengthening the arts and culture landscape around the world through unique programs and partnerships.

About Bloomberg Philanthropies

Bloomberg Philanthropies' mission is to ensure better, longer lives for the greatest number of people. The organization focuses on five key areas for creating lasting change: Public Health, Environment, Education, Government Innovation and the Arts. Bloomberg Philanthropies encompasses all of Michael R. Bloomberg's charitable activities, including his foundation and his personal giving. For more information, please visit bloomberg.org or follow us on Facebook, Instagram and Twitter @BloombergDotOrg.

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