

Thursday, April 28, 2016

Cultural Programming Assistant

Company: IVY

Location: New York, NY

Compensation: \$35K - \$40K

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The Cultural Programming Assistant is an integral part of the events team at IVY, working with the Cultural Curator to create both large-scale and intimate experiences for IVY members in the visual and performing arts. The role is ideal for a candidate looking to work with a diverse range of arts organizations and develop a nationwide network of individuals engaged with the arts.

Responsibilities include:

- Confirming all event logistics, working closely with the execution team to ensure all details are accurate for an optimal member experience - approximately 50 events per quarter.
- Maintain a schedule of cultural programs in 7 markets (NYC, Chicago, DC, LA, SF, Boston, and Miami)
- Helps develop educational and social media content around IVY cultural experiences
- Assisting with the execution of cultural programming

Skills:

- Must be proficient in Microsoft suite (word, excel)
- Must be detail-oriented and able to multi-task
- Must have demonstrated written skills, and a positive and professional attitude
- Must have a demonstrated background in a creative/artistic discipline, knowledge of the creative sector

Applicants can [click here to apply and for more information](#)

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