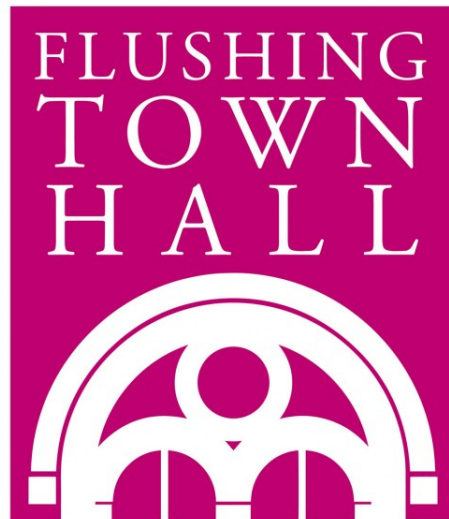


Tuesday, January 18, 2022

Assistant to the Executive and Artistic Director

Company: Flushing Town Hall
Location: Flushing, NY

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Flushing Town Hall (FTH) presents multi-disciplinary global arts that engage and educate the global communities of Queens and New York City, in order to foster mutual appreciation. As advocates of arts equity since 1979, we support local, immigrant, national, and international artists, developing partnerships and collaborations that enhance our efforts. As a member of New York City's Cultural Institutions Group (CIG), we serve to restore, manage and program the historic 1862 landmark on behalf of the City of New York. FTH celebrates the history of Queens as the home of Jazz, by presenting the finest in Jazz performance. We are committed to arts education and hands-on learning, for the arts-curious, arts enthusiasts, and professional artists. We serve one of the most diverse communities in the world, and strive to uphold the legacy of inclusiveness that has defined our community since the Flushing Remonstrance of 1657.

Reporting directly to the Executive and Artistic Director, the Assistant to the Executive and Artistic Director will support implementing the work of Flushing Town Hall by assisting with paperwork, facilitating communication, varied project support, engaging with artists, and taking on projects and other tasks on behalf of the Executive and Artistic Director. This position is ideal for someone savvy, insightful, disciplined, organized with a strong interest and experience in arts administration and programming who seeks to take an essential role in the heart of an extremely robust and multicultural arts organization.

RESPONSIBILITIES INCLUDE:

- Complete tasks and projects as needed by the Executive and Artistic Director related to programming, contracting, scheduling and administration paperwork.
- Suggest and implement structures and mechanisms to support the Executive and Artistic Director to reduce and streamline her workload
- Schedule, attend, and take notes for meetings relevant to the work of the Executive and Artistic Director, and schedule follow up meetings and/or set and implement action items.
- Conduct research into new opportunities, programming, business relationships, policies, and procedures when applicable and provide executive summaries of said research.
- Assist with artist outreach and programming, communicating with artists and managers, writing contracts and issuing payment requests.
- Assist with performance and event planning including scheduling and communicating needs and plans to various internal departments.
- Provide logistical support at events, as assigned
- Help to communicate with and maintain ongoing relationships with artists, agents, vendors, audiences, partners and community members.
- Liaise and collaborate with other departments to facilitate projects and establish deadlines.
- Assist in building and maintaining an efficient communication structure between departments.
- Facilitate communication between departments to complete tasks, gather information, and meet communal deadlines as assigned.
- Conduct work in a manner that is cognizant of Diversity, Equity, and Inclusion efforts and policies, both internally and externally.

EXPERIENCE & SKILLS:

- Minimum 2-3 years of professional experience in arts management, arts administration, programming, or producing
- Ability to be insightful, proactive, and a passionate thought partner
- Ability to troubleshoot projects and obstacles, and confidently mitigate conflicts and problems
- Experience with performance and event production and logistics
- Ability to understand the needs of various artists, performing groups, and exhibitions as they relate to the work of the Executive and Artistic Director
- Experience with Microsoft Outlook, Microsoft Word, Microsoft Excel, Google Suite, and excellent digital organizational skills
- Excellent and empathetic writing and communication abilities
- Ability to balance multiple competing priorities, complex situations and meet deadlines in a fast-paced environment with excellent attention to detail
- Ability to work well in a team environment with minimum supervision
- A passion for the arts—particularly music, dance, theatre, puppetry, and the visual arts

- Bilingual ability is a plus

This position is a full-time position with benefits and will require some evening and weekend availability. Hybrid working model will be considered. The Annual Salary is \$53,000 plus benefits. Browse www.flushingtownhall.org to learn more about Flushing Town Hall. For consideration, e-mail a cover letter and resume to sshumays@flushingtownhall.org with "(YOUR NAME) – Assistant to the Executive and Artistic Director" listed in the subject line. No phone calls or mail submissions. Flushing Town Hall is an Equal Opportunity Employer: FTH provides equal access and equal opportunity in employment and services and does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, sexual orientation, or physical ability.

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