

Thursday, November 9, 2023

Program Manager

Company: Hi-ARTS

Location: New York, NY

Compensation: \$65,000/year

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A PDF of the job description can be found [here](#).

Hi-ARTS seeks an experienced and creative full time Program Manager to join our team. The Program Manager is the administrative and creative liaison to the organization's external work and relations. This role will maintain the current scope of Hi-ARTS' projects while thinking in innovative ways to develop new and support existing relationships and curate programming. The position reports to the Executive Director and has one direct report, the Program Associate. The Program Manager also works closely in collaboration with the other members of the Management team which consists of the General Manager, Development Manager, and Marketing Manager and respective department associates

Key Responsibilities

PROGRAM MANAGEMENT

- o Maintain current as well as develop new projects through curation, design and program implementation
- o Evaluate and assess program(s) strengths and identify areas of growth
- o Provide artists with one-on-one support, relationship and network building, creative development and consultation
- o Develop strategies, budgets, and operating plans for department
- o Manage Programming Associate tasks and activities
- o Research and stay abreast of emerging trends, artists and innovative practices in the industry
- o Lead efforts related to further development/implementation of Hip-Hop Center for Social Innovation (HHCSI)

ADMINISTRATION & OUTREACH

- o Serve as Creative Liaison to the organization's artists and partners
- o Create and facilitate space for reflection and collaborative creative input for staff in program design and with collaborating artists and partners
- o Lead outreach efforts and steward the administration of in-person and virtual programming—including workshops, community engagement, residencies etc.

COMMUNITY ENGAGEMENT

- o Lead and provide guidance in developing strategies around Hi-ARTS community engagement
 - ? Further integrate community members into Hi-ARTS' work by foregrounding their experiences in residencies, productions, educational programs, and visual arts programs
 - ? Form a cadre of community curators and practitioners who can become a network of socially engaged artists

PARTNERSHIPS / INSTITUTIONAL RELATIONSHIP BUILDING

- o Support Executive Director in partner collaborations
- o Develop, maintain, and support deeper engagement with a diverse group of peer organizations and partnerships

QUALIFICATIONS

- ? Must embrace the mission of Hi-ARTS
- ? Three to five years in program development and management, preferably in non-profit, arts, performance and/or exhibition sector(s)
- ? Broad knowledge of arts landscape across disciplines
- ? Demonstrated ability to work with and address the creative and administrative needs of artists
- ? Understanding of East Harlem and/or neighborhoods with similar racial and class dynamics
- ? Experience in developing and/or leading community-centered programs
- ? Proficiency in Microsoft Office Suite and Google Suite
- ? Proficiency in Project Management Software such as Asana, Monday, Airtable, etc.
- ? Proficiency in Customer Relationship Management (CRM) systems
- ? Clear communicator with excellent speaking, writing, editing, and proofreading skills
- ? Detail-oriented with time management and problem-solving skills
- ? Capacity for program risk assessment and strategization with ability to align/realign program deliverables with mission alignment and program goals
- ? Ability to effectively work with diverse partners from different fields and industries
- ? Experience with partner / stakeholder relationship management and collaboration
- ? Experience in program documentation

Please note: Hi-ARTS staff are currently working a hybrid(remote/in-office) work schedule. Some duties of the Program Manager require in-person work at Artspace PS109.

COMPENSATION

This is a full-time (40 hours per week) salaried exempt position. Salary is \$65,000 per year. The position includes medical, vision, and dental coverage. Hi-ARTS has a generous and flexible vacation, personal, and sick leave policy.

HOW TO APPLY

Email search@hi-artsnyc.org with subject line: Program Manager. Please attach a cover letter and resume with the Filename {FirstName_LastName_Resume} or {FirstName_LastName_CoverLetter}. Only those candidates selected for an interview will be contacted. Priority will be given to applicants that submit information by November 29, 2023.

EQUAL OPPORTUNITY EMPLOYMENT

Hi-ARTS is an Equal Opportunity Employer. All candidates for employment are considered without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, physical or mental disability, veteran status, or any other basis protected by applicable federal, state,

or local law.

Hi-ARTS
215 East 99th St. Hi-ARTS
New York, NY, 10029
7184974282
hi-artsnyc.org

For more information:
Aaron L. McKinney
info@hi-artsnyc.org
7184974282

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