

Tuesday, July 2, 2019

The Field is seeking a Program Associate

Company: The Field
 Location: New York, NY
 Compensation: \$34,000 to \$37,000

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ABOUT THE FIELD

We are growing and transforming! We are looking for the best and brightest to join and participate in this growth. Founded by artists for artists 33 years ago, The Field is a leading nonprofit arts service organization dedicated to providing strategic services to thousands of performing and media artists and companies in New York City and beyond. Our historic charge has been to serve artists and their art-making, all the while challenging systemic problems in the arts sector. With accessibility and social justice at our core, our small but mighty team fosters creative development (through residencies, space programs, peer-to-peer creative feedback salons, and more), and stewards innovative management strategies (with fiscal sponsorship, career consultations, entrepreneurial workshops, leadership training, and more). We are determined to help a plurality of artists reach their fullest potential by providing responsive, friendly, and personalized service.

To put it simply, we believe that The Field is a great place to work. Our "by artists for artists" ethos has cultivated a staff of creative, hard-working and smart, culture (and food)-loving people. It is also important to note that The Field is transitioning from an organization with an emerging practice in social justice to an organization with embedded and intentional practices and processes in diversity, equity, and inclusion as evidenced by our thought leadership, programming and collaborations. This impacts all levels of our work both internally and externally. People of color, immigrants, women, those who identify as LGBTQIA, and members of other historically undervalued groups are especially welcome and encouraged to apply.

Position:

The Program Associate position is a 30-hour per week role focused on implementing all current and Vision-related Field public programs and Member Services. Current projects include Fieldwork (Summer, Fall and Spring); Open Trial Days, and Activate Equity. Projects will be assigned with the following Duties and Responsibilities:

Program Planning:

Managing all project delivery elements within communicated time frames, and in accordance with the stated values and goals of The Field; Prepare, distribute and manage all personnel and space contracts. Provide feedback and report on the progress of assigned programs.

Logistics:

Organize facilities and manage all event details. Keep The Field abreast of any insurance, legal, health and safety obligations for events; and Specify staff requirements and coordinate their activities for assigned Field programs.

Communications and Marketing:

Effectively promote and publicize programs and ensure robust attendance;
 Communicate payment needs to finance manager and report on actual expenditures.
 Proactively handle any arising issues and troubleshoot any emerging challenges; and
 Conduct pre- and post – event evaluations.

Vision Programming

This position will work with the Executive Director and Deputy Director to implement and evaluate programming related to The Field's Vision. For instance, they will:

Support program evaluation of all current Field programs for future revisions including survey analysis, focus group implementation and piloting of new services.

Member Services:

All staff members are expected to develop a working knowledge of our Member benefits and protocol in order to provide back-up support as needed. This support may entail responding to questions from Members and stakeholders, and relaying paperwork and outstanding concerns to the Operations Manager, Programs and Services.

Qualifications:

Ability to multi-task, organize, prioritize, and execute projects.

Strong attention to detail.

Proficient in MS Office Suite, G Suite and social media platforms and able to support the staff with these platforms as needed.

Have a friendly phone manner and is able to provide knowledgeable, respectful advice and support to artists that seek our program benefits and guidance.

Actively participate in outreach activities, and support social justice, diversity, equity and inclusion efforts.

REPORTING AND COMPENSATION

This position will report directly to Shawn Rene Graham, Deputy Director. Expected hours are in the office between 10am and 5pm, Mon-Fri with occasional weekend programs. This is a non-exempt position with an annualized salary range of \$34,000-\$37,000. Benefits include 10 days paid vacation, sick and legal holidays, comp-time, TransitChek, and health insurance with percentage contribution from employee. Retirement plan eligibility after one year.

THE FIELD IS AN EQUAL OPPORTUNITY EMPLOYER

Equity and inclusion are core values of The Field. Our work is strengthened by the broad and deep range of experiences, identities, perspectives, and skills of our present and future staff. We are dedicated to a policy of non-discrimination in employment on any basis including race, color, age, gender expression, religion, national origin, disability status, sexual orientation, veteran status or any other basis prohibited by federal or state law. It is the responsibility of all employees of The Field to carry out this policy of equal employment opportunity.

TIMELINE

The Field will hold interviews in late-August. The position begins in mid-September.

APPLICATION PROCESS

Please thoroughly peruse The Field's programs and mission at thefield.org. If you are interested in what we do and are qualified for the position please send one composite pdf that includes, in this order, a cover letter, resume, a brief essay (1 page max) on an experience that transformed your life, and a separate page with 3 references (including why the reference was chosen) to Shawn René Graham, Deputy Director, Programs and Services at jobs@thefield.org. Your cover letter should include why The Field's goals and work aligns with your career and life goals. Please write: "Program Associate" and your name in the subject line of your email. Deadline to apply: Friday, July 26, 2019.

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For more information:
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[< back](#)

[previous listing](#) • [next listing](#)