

Friday, September 11, 2020

Programming Manager - Abrons Art Center

Company: Henry Street Settlement
Location: New York, NY
Compensation: 45000

► [Share](#) | [Print](#) | [Download](#)

In order to be considered for this position, please submit a current resume and a cover letter

Program Overview:

Abrons Arts Center is the interdisciplinary arts center of Henry Street Settlement. The Abrons supports the presentation of innovative artistic practices on the Lower East Side; cultivates artists in all stages of their creative development through educational programs, commissions, and residencies; and serves as an intersection of cultural engagement for local, national, and international audiences and arts-workers.

Job Summary:

The Programming Manager supports the administration of the Abrons Arts Center seasonal interdisciplinary artistic programming, as well as its visual art, performance, and curatorial AIRspace residency programs. This role reports to the Director of Programming and is responsible for a range of administrative duties related to visual arts exhibitions, live dance, music, theatrical performance, events, and AIRspace Residency programs. This role requires a strong commitment and experience in visual, performing arts, and residency administration, as well as a desire to present high quality live programming and visual art exhibitions. This role requires advanced project management capabilities, leadership, and collaborative skills, and a commitment to Abrons' mission of political and cultural equity.

Qualifications:

- Exhibited interest in performing and visual arts; commitment to attending Abrons-produced programming, as well as exhibitions and live programming hosted by local presenters as requested for research purposes
- At least four years of demonstrated experience in live programming production and/or curation in visual and/or performing arts
- Strong organizational skills and attention to detail (written and spacial)
- Confident and highly skilled in establishing work priorities, coordinating multiple projects simultaneously, implementing, and meeting deadlines.
- Strong written communication and copy editing skills
- Strong oral communication skills and confidence in public speaking
- Computer skills including proficiency in Microsoft Office, Google Suite, Adobe Creative Suite, Zoom, and Submittable
- High attention to detail for accuracy of Letters of Agreement, production timelines, deadlines, digital, and print copy
- Experience with managing project budgets
- Experience with management of open call application processes
- Advanced capacity to take initiative with projects and work independently, as well as closely with a small team; must be a self starter
- Hospitable, warm, friendly, open demeanor and ability to remain composed under pressure

Responsibilities:

Exhibitions

- Drafts Letters of Agreement for presenting artists, AIRspace artists, guest curators, and independent contractors like art handlers, videographers, and photographers
- Coordinates and manages installation and deinstallation timelines in partnership with artists, Production Team, Art Handler, and Director
- Collates and edits information for exhibition descriptions and didactic materials for website and seasonal calendar, with the assistance of the Digital Communications and Graphic Design Manager
- Ensures accuracy of programming information, including dates and copy, in print, online, and in internal Production and Development databases
- Coordinates video and photo documentation of programming as requested
- Leads coordination and production of opening receptions
- Processes honoraria, reimbursements, and any event-related logistics with the Finance department

Live Programming

- Assists Director with drafting contracts for commissioned live programming artists, guest curators, and independent contractors
- Manages production deadlines for performances and public programs in partnership with artists, Production Team, and Director
- Collates and organizes logistical information about live programming dates, event times, and seating capacity, and closely ensures accuracy of this information across internal databases, as well as online and in print
- Gathers program descriptions for website and seasonal print collateral, with the assistance of the Digital Marketing and Graphic Design Manager, and ensures accuracy of live programming information on Abrons website, in print and online
- Communicates live programming logistical information to Front of House and Production teams
- Coordinates video and photo documentation of live programming as requested
- Coordinates of hospitality needs for presenting artists, including arranging honoraria, travel, lodging, meals, etc.

Residencies

- Assists Director with drafting contracts for resident visual, performing, and curatorial AIRspace Residents, including guest studio visitors and residency application adjudicators
- Drafts and manages residency applications using Submittable
- Assists Director with multi-tiered adjudication processes
- Contracts and schedules studio visitors for residents
- Schedules and co-facilitates resident bi-monthly cohort meetings

Essential Physical Job Functions:

- Must be on site at Abrons 3 days a week
- Must be available on select weeknights and weekends in order to execute programming (to be arranged with advanced notice)

- Must be able to lift 30 pounds
- Must be on site to manage the installation and deinstallation of exhibitions
- Must be onsite for load-in, load-out, and management of all live events
- Must be able to move throughout a 40K square foot facility that includes stairs, ramps, indoor/outdoor spaces

Henry Street Settlement
466 Grant Street
New York, NY, 10002
www.henrystreet.org/employment

For more information:
Meghan O'Sullivan
jobs@henrystreet.org

[< back](#)

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