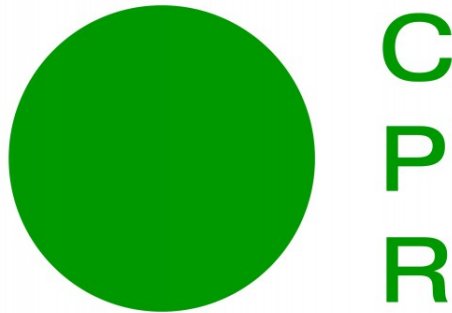


Tuesday, October 12, 2021

CPR – Center for Performance Research seeks Programs Manager

Company: CPR – Center for Performance Research
Location: Brooklyn, NY
Compensation: \$25 / hour

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Status: Part time, permanent
Schedule: 20-24 hours per week
Salary: \$25 per hour, plus monthly metrocard
Reports to: Executive Director

About CPR – Center for Performance Research

CPR – Center for Performance Research is dedicated to supporting artists in the development of new work in contemporary dance and performance. CPR focuses its activities in three key areas: creative and professional development support; providing affordable space for artists; and public programming. Curated and open-call programs focus on providing artists with rehearsal, residency, and performance support, which generates time and space for research and dialogue, and creates opportunities to share work in a variety of contexts. CPR's subsidized space rental program helps to ensure that artists can access CPR's flexible studios and performance space at affordable rates to create and share their work. By presenting work to the public through performances, work-in-progress showings, salon-style discussions, exhibitions, and festivals, CPR exposes local audiences and its community to contemporary artistic practice and process.

Position Summary

The Programs Manager is responsible for overseeing CPR's public programs and artistic residencies, including developing year-round public programming in consultation and collaboration with the Executive Director, producing live programs and events, overseeing the application and selection process for CPR Artists-in-Residence, liaising with season artists and residents, and promoting CPR's programs.

Supervision

The Programs Manager reports to the Executive Director, and works closely with the Production and Facilities Manager to produce CPR programs. The Programs Manager is the main point-of-contact with public program and resident artists.

Responsibilities

- Develop and manage CPR's year-round public programming, in consultation and collaboration with the Executive Director, including signature programs such as Sunday Salon, Open Studios, Performance Philosophy Reading Group, and Fall and Spring Movement, and other public presentations, co-presentations, and partnerships.
- Oversee annual open call application and panel-reviewed selection process for CPR Artists-in-Residence (AiRs), including selection of panelists with Executive Director.
- With Executive Director, develop strategies and initiatives for CPR programs that support a just and equal creative environment that is aesthetically, racially, and ethnically diverse, inclusive of bodies of all backgrounds and abilities, committed to BIPOC and LGBTQ+ justice, and supportive of a broad range of embodied modes of expression.
- Actively build relationships with artists, collectives, organizations, and other community partners in order to develop and propose unique programs, partnerships, and co-presentations.
- Develop and implement marketing to promote CPR's programs, including e-blasts, social media, and online and printed marketing materials.
- Write program descriptions, season statements, and press releases, in consultation with Executive Director.
- Draft and distribute artist contracts for CPR Presents programs, Artists-in-Residence, and Technical Residents.
- Create and manage program/event pages on CPR website, Eventbrite ticketing, audience surveys, and track ticket sales and audience

statistics.

- Collect billing, marketing, and program information from artists.
- Work closely with the Executive Director to develop annual programming budget, and track program expenses and artist fee payments.
- Participate in weekly all-staff and production meetings, and planning and production meetings, and site visits with artists and program partners.
- Act as main point-of contact for all CPR season artists and resident artists.
- In collaboration with Production and Facilities Manager, facilitate and be present for technical rehearsals for public programs.
- Be present for CPR Presents programs and related events.
- With Executive Director, plan and produce annual Spring Benefit, and other special events as assigned.
- Administrative and development support related to CPR's programs as assigned.

Qualifications

- Bachelors' degree with a minimum of 3 years' experience in performance programming, producing, curating, performing arts management, or equivalent experience.
- Demonstrated knowledge and commitment to NYC's contemporary dance and performance community, and experience and interest in working closely with artists across a broad range of artistic practice and disciplines.
- Basic knowledge of live performance production and audio-visual technology.
- Strong interpersonal skills, with excellent writing and communication skills, including a demonstrated ability to write critically about art and performance.
- Demonstrated strength in managing time, completing tasks, and being proactive and accountable in a dynamic, fast-paced, collaborative setting.
- Excellent organizational skills and attention to detail.
- Proficiency in Microsoft Word, Excel, Gmail, Google Docs, and other standard office procedures and programs.
- Experience with photo editing, video editing, graphic design, and/or social media marketing a plus.
- Available to occasionally work evenings and weekends.

CPR – Center for Performance Research is dedicated to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We strongly encourage applicants of diverse backgrounds to apply.

To apply, please send a cover letter and your resume, each in PDF format, to jobs@cprnyc.org. Please put your full name and "Programs Manager" in the subject line. Applications will be reviewed beginning immediately and will remain open until filled. Applicants are encouraged to submit materials before October 20, 2021.

Please be advised that due to the high volume of applicants, we are only able to contact those candidates whose skills and background best fit the needs of the position. Thank you for your interest in working at CPR!

CPR – Center for Performance Research
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Brooklyn, NY, 11211
718 349 1210
www.cprnyc.org

For more information:
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