

Thursday, January 26, 2023

## General Manager

Company: Hi-ARTS

Location: New York, NY

Compensation: \$65,000/year

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Hi-ARTS seeks an experienced and creative General Manager to join our growing team. The General Manager is the operational lead of the organization. This role oversees all aspects of the daily operations and venue management including finance, production/artists contracting, vendor relations, administrative operations, artists management, and space scheduling/rentals. The General Manager will work closely with the Program Department on programming logistics. The position reports to the Executive Director and supervises interns/volunteers. The General Manager also works with other departments (Development and Marketing) in reporting, proofreading, and finalizing organizational materials.

### Key Responsibilities

#### OPERATIONS

Oversee daily operations of organization

Maintain relationships with vendors and partners

Oversee interns and volunteers

Coordinate office maintenance (organization, supplies purchases, donation/recycling/garbage, cleaning services, etc.) and storage facility when applicable

Maintain organizational calendars

Schedule company wide meetings

Oversee and maintain office and studio equipment

Oversee Customer Relationship Management system (serve as point of contact with vendor, provide support to staff, etc.)

Coordinate hard copy and digital (e.g., Dropbox) filing and archival systems with staff

Implement and maintain digital security policies and protocols

#### PROGRAMMING/VENUE MANAGEMENT

Work with Program Manager on programming logistics

Manage space schedules for Hi-ARTS, Artists in Residence, and external renters

Produce contracts/agreements for all artists/partnerships

Serve as company manager

Support Executive Director in relationships with El Barrio's Artspace PS109 building management staff and with other tenants

Serves as Box Office/Audience Relations Manager

#### FINANCE

Oversee/perform daily, weekly, and monthly financial/accounting functions in collaboration with external bookkeeping service

Assist Executive Director in developing and managing annual operating budget

Oversee departmental budgets  
Complete annual audit with selected financial firm  
Provide budgets and financial reporting for grants and other applications and reports  
Develop financial models for strategic/long-term planning  
Maintain high integrity financial policies and procedures

#### HUMAN RESOURCES

Work alongside Executive Director to maintain employee morale  
Coordinate internal office events/activities  
Lead employee hiring process, collaboratively with current staff  
Manage employee onboarding, including necessary document completion  
Manage employee benefits election process

#### HOW TO APPLY

Email [search@hi-artsnyc.org](mailto:search@hi-artsnyc.org) with subject line: General Manager. Please attach a cover letter and resume with the Filename {FirstName\_LastName\_GM}. Only those candidates selected for an interview will be contacted. Priority will be given to applicants that submit information by February 10, 2023.

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