

Thursday, January 26, 2023

Program Associate (Part Time)

Company: Hi-ARTS
Location: New York, NY
Compensation: \$26,000/year

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Hi-ARTS seeks a creative individual to join our growing Programming Department. The Program Associate assists the Program Manager in executing all aspects of programming for the organization. The position reports to the Program Manager.

Key Responsibilities

PROGRAMMING SUPPORT / General Responsibilities

- Attend & support during in-person activities & virtual where needed
- Attend meetings as necessary to take notes, document, share, and capture next steps
- Serve as primary scheduler for Programming team activities
- Draft contracts
- Oversee and submit payroll for artist
- Communicate with vendors
- Oversee equipment needs and use
- Customize presentations
- Draft emails and letters as needed
- Develop asset management system for all interdepartmental documents
- Participate in Organizational Development/Strategic Planning Process

PROGRAM DESIGN & DEVELOPMENT

- Support Program Manager in developing Hi-ARTS Creative Dossier
- Support the Programming Manager in documentation of program design assets and processes
- Update & maintain program design research database and materials
- Support Program Manager with research & outreach for HHCSI
- Update & maintain Hi-ARTS partner & network database
- Update Hi-ARTS Multi-Year Programming Calendar
- Support Program Manager with deadline management
- Update & maintain artist database
- Update & maintain artist Residency Calendars

Community Engagement

Assist in implementation of Hi-ARTS community engagement strategy

Support in community engagement research

Support in communications & updates with Hi-ARTS Alumni Network

HOW TO APPLY

Email search@hi-artsnyc.org with subject line: Program Associate. Please attach a cover letter and resume with the Filename {FirstName_LastName_PA}. Only those candidates selected for an interview will be contacted. Priority will be given to applicants that submit information by February 10, 2023.

Hi-ARTS
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For more information:
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