

Tuesday, September 5, 2023

Assistant Executive Director for Programming and Productions

Company: Mind-Builders Creative Arts Center
Location: Bronx, NY
Compensation: \$105,000

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Status: Full-time (exempt)

Location: On-site

Schedule: 35 hours per week; Schedule varies; Semi regular evenings and weekends.

Salary: \$105,000 annually

Reports To: Executive Director

Direct Reports: 2 F/T, 5 P/T program directors; production and event management consultants

Who We Are

Located in the northeast Bronx, [Mind-Builders Creative Arts Center](#) provides quality music, dance, theater, and martial arts and fitness classes for close to 700 students each year. Group and private arts lessons provide study in modern/jazz, tap, ballet, hip-hop, and African dance forms, piano/keyboard, guitar, bass, woodwinds, brass, percussion, and violin. Mind-Builders offers free programs for teens and young adults through the Positive Youth Troupe theater program, the Community Folk Culture internship program, and visual arts and digital music production through the Arts Passage Xpress program.

Mission

Mind-Builders develops skills in a variety of art forms for children, teens and adults while nurturing self-esteem, building character, and cultivating an appreciation of the diverse cultures within our community.

Mind-Builders is a 45-year-old, community-based arts organization. Read about our [history](#).

Overview of the Position

The Assistant Executive Director (AED) for Programming & Productions is a new position created to align with this exciting time of change and growth for Mind-Builders. As a key member of the organization's leadership team, the AED Programming & Productions will supervise the successful delivery of classes, events, and other engagement activities while ensuring that these are developed and delivered in alignment with Mind-Builders' mission, vision, and values. The AED for Programming & Productions will lead the programming team in setting the artistic direction, curriculum, and pedagogical approach. The AED will be a lead producer of showcases of student work, public engagement events, and exhibitions.

As a key member of the Mind-Builders' leadership team, the AED will work closely with the Executive Director and the Assistant Executive Directors for Finance & Operations and Development & External Affairs to implement priorities and establish long-range vision and goals for the organization.

Essential Roles and Responsibilities:

The AED will insure alignment of curricula, programming activities, and initiatives with Mind-Builders' mission, vision, and standards.

Programming:

- Lead programming team in the successful delivery of approximately 60 classes each semester.
- Establish quarterly and annual goals and implement measures to track progress.
- Create and implement best practices and codify internal systems for scheduling and managing events, recitals, and public programs.
- Determine need and oversee ongoing implementation of program staff and faculty professional development.

Works with the Development & External Communications department to:

- Develop strategies for achieving maximum reach and impact through outreach and marketing materials and opportunities for stakeholder engagement;
- Cultivate ongoing relationships with current and potential funders and donors;
- Participate in funder site visits, and track and monitor program deliverables for grant awards and contracts;
- Contribute to the development of programming and curriculum materials, and other assets.

Productions:

- Supervision of technical support for classes and programs and on/off-site performances and events.
- Work with staff and external partners to fulfill technical production needs for performances and events.
- Ensure equipment and technical requirements for classes.

Work with the Finance and Operations department to:

- Create and manage the programming department budget;
- Monitor the department's cash flow and expenditures to ensure programming and production spending are within budget;
- Ensure appropriate assignment and maintenance of studio / classroom spaces;
- Secure external performance venues, as necessary;
- Determine accessibility services for programs, including captioning, ASL interpretation, etc.

Skills and Qualifications

The position involves interaction and communication with a range of staff and stakeholders including administrative staff members, artistic and teaching staff, students, parents, vendors, and community partners.

-8 - 10 years of senior-level experience working in a school, arts education, or community-based organization with a focus on the performing arts, community engagement, and/or youth development.

-Outstanding leadership skills; demonstrated ability to delegate and lead teams.

-Knowledge of the principles, practices, and modalities of youth development and their application in the arts.

-Excellent project management and problem-resolution skills.

-Understanding of professionalism in the performing arts and its use to guide aspiring and emerging artists in their personal and career development.

-Experience overseeing stage presentations, coordinating large- and small-scale productions, and working with stage production staff to mount shows.

-Strong written and verbal communication, public speaking, and presentation skills.

-Knowledge and appreciation of African diasporic arts and culture.

-Exceptional time management skills with the ability to set goals and timelines while managing simultaneous projects.

The ideal candidate will embrace the core programmatic values of Mind-Builders to include maintain professional artistic standards, offer a nurturing and engaging environment for creative expression, and offer programs that are accessible to various skill levels and learning styles.

What We Offer

-Full benefits package including medical, dental, and vision plans with generous employer contribution towards health benefits. Health insurance coverage enrollment will be available on the first day of the month after completing 2 months of employment.

-401(k) plan with employer contribution

-Paid time off: 9 major holidays and 3 floating holidays, 15 vacation days per year during the first two years of employment (20 days during the third year and following years), 4 personal days, and 6 sick days

MBCAC is an Equal Employment Opportunity. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation, or veteran status.

To Apply:

Please send a cover letter with your resume and salary expectations to hr@mind-builders.org and include "AED Programming & Productions" in the subject line.

Mind-Builders Creative Arts Center
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Bronx, NY, 10467
<https://www.mind-builders.org>

For more information:
Nadira Ramcharan
hr@mind-builders.org

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