

JOB POSTING

Program Manager, Public Programs & Exhibitions

Lower Manhattan Cultural Council
New York, NY

Lower Manhattan Cultural Council (LMCC) is a dynamic 45-year old non-profit organization that empowers artists with networks, resources, and support, to create vibrant sustainable communities within Lower Manhattan and beyond. LMCC seeks a permanent full-time Program Manager, Public Programs & Exhibitions to join immediately. Reporting to the Director of Cultural Programs, this person will have primary responsibility for the design and execution of LMCC's public programs and public-facing projects, including the River To River Festival, Open Studios, and our first public season at LMCC's Arts Center at Governors Island.

Responsibilities Include:

- With Executive Director, Artistic Programs and Director of Cultural Programs, designs and articulates the curatorial vision for all public programming
- Ensures that the activities and programs of the department support both development and presentation of artists, as well as their creative practice, and their work
- Assists Director of Cultural Programs in ensuring programs reflect LMCC's values, and are delivered with rigor and integrity, and continually strive to be more equitable and inclusive
- Manages the planning, administration, and implementation of LMCC's public programs, including the River To River Festival, Open Studios, exhibitions at Arts Center & other sites, and additional special projects
 - Manages year-round calendar of public programs and exhibitions
 - Manages contracting process for artists, partners, and vendors
 - Serves as Line Producer for all public programming and serves as Gallery Manager for all exhibitions, coordinating all artistic and production elements:
 - Develops and manages program timelines and project schedules
 - Issues and manages project and program budgets
 - Manages site acquisition process for site-based work
 - Acts as the primary liaison for artists, vendors, seasonal staff and site partners
 - Coordinates logistics for gallery exhibitions, including sourcing materials, loan forms, installation planning, working closely with artists and art handlers to execute the installs, upkeep and de-installs
 - Oversees research and development of exhibition checklists
 - Oversees or manages production for artist's work as needed
 - Hires and supervises seasonal and project-specific staff
- Collaborates with Communications & Marketing Associate and Public Engagement & Special Events Manager to coordinate Public Engagement programming experiences at the Arts Center and to develop Front of House strategies, including audience materials
- Assists Director of Cultural Programs with administration of the Extended Life program, which offers robust support to choreographers
- Coordinates with Institutional Advancement team on and ensures effective and timely sharing of information for web and print-based marketing and communications, website content, press releases, announcements, and e-blasts
- Coordinates with Institutional Advancement team to prepare proposals and final reports for funders including preparing documentation, qualitative information, and statistics
- Other duties as assigned.

Qualifications: Strong candidates for this position will have:

- Bachelor's Degree in Art History, Curatorial or Museum Studies, Dance, Theatre, Arts Administration required
- Master's Degree in related fields preferred
- 3-5 years experience producing performance and visual arts projects
- 2 years experience managing exhibitions and working on a curatorial team,
- Minimum of 2 years of supervisor experience
- Excellent organizational, written and verbal skills

- Strong ability to generate and implement project plans with keen attention to detail
- Strong understanding of how artists work and track record in supporting development and presentation of work
- Must be thoughtful, sensitive, and professional in interactions with artists, staff, partners, and stakeholders
- Broad-based knowledge of technical aspects of performance and contemporary art forms, art handling
- Ability to interface with program officers, community leaders, politicians and business professionals
- Experience in writing and speaking publicly about the arts
- Ability to multi-task in a fast-paced environment, prioritize workload and meet deadlines, as well as manage details, while being graceful and diplomatic
- Strong interest and/or knowledge of the diverse artistic disciplines LMCC presents and communities we serve
- Knowledge of materials, properties, methods of fabrication and audio visual installs and digital artworks is a plus
- Proficiency using Mac OS, Adobe Creative Suite, Form Assembly, Submittable and Asana; Exhibition design software knowledge, such as Sketchup and ExhibitA is a plus.

To Apply: Please e-mail your resume and a thoughtful cover letter, stating how you heard about the position and your qualifications to Danielle King, Director of Cultural Programs at [jobs\[at\]lmcc.net](mailto:jobs[at]lmcc.net). Please title the email "Program Manager Public Programs & Exhibitions: YOUR NAME." No phone calls please. Only those we wish to interview will be contacted. Salary commensurate with experience. Includes an attractive benefits package.

Lower Manhattan Cultural Council is an equal opportunity employer dedicated to building a culturally diverse and equitable environment, and strongly encourages applications from people of color and women. To learn more about LMCC, visit www.LMCC.net.