
THE SHED

THE **BLOOMBERG** BUILDING
545 West 30th Street
New York, NY 10001

Job Description: Board Liaison and Special Projects Manager

About The Shed

The Shed is a new cultural institution of and for the 21st century. We produce and welcome innovative art and ideas, across all forms of creativity, to build a shared understanding of our rapidly changing world and a more equitable society. In our highly adaptable building on Manhattan's west side, The Shed brings together established and emerging artists to create new work in fields ranging from pop to classical music, painting to digital media, theater to literature, and sculpture to dance. We seek opportunities to collaborate with cultural peers and community organizations, work with like-minded partners, and provide unique spaces for private events. As an independent nonprofit that values invention, equity, and generosity, we are committed to advancing art forms, addressing the urgent issues of our time, and making our work impactful, sustainable, and relevant to the local community, the cultural sector, New York City, and beyond.

About the Position

The Shed seeks a highly motivated and experienced professional to manage all Board and committee-related meetings, planning, logistics, communications, and events. Reporting to the President and Chief Operating Officer, a successful candidate will have the opportunity to support and engage with the Board and Executive leadership of The Shed as well as have a unique overview of the inner workings of our institutional governance structure.

The ideal candidate will handle Special projects and Board Meeting minutes; should demonstrate high level of professionalism; have demonstrated experience characterized by sound decision-making; exceptional organizational skills; and the ability to maintain a high level of discretion in confidential and sensitive matters.

This position also works in tandem with the office's Operations Planning Manager and Executive Assistant to the President and will engage in special projects and other initiatives to support the work of the President/COO's office.

Key responsibilities include, but are not limited to

Project Management

- Lead scheduling of Board and committee meetings as well as other Board-related events (40+ per year)
- Compile and distribute all Board and Board committee packets from various departments, manage dissemination of materials, track RSVPs, and follow up as needed
- Work collaboratively with Executive leadership and Committee Chairs to develop meeting agendas, anticipate priorities, and outline issues, concerns, and institutional objectives
- Prep Executive leadership and Committee Chairs for full Board and committee meetings, with briefings on events, attendance, and talking points
- Attend all Board and committee meetings, provide onsite/remote support, take minutes, and track follow up
- Manage logistics for all Board and Board committee meetings (e.g. facilitate on-site and off-site meetings by ordering catering, conference room setup and A/V logistics, preparing materials, etc.) and interface with invited guests (e.g., consultants, artists, etc.)
- Oversee new Board member onboarding process (scheduling and developing presentation materials)
- Prepare mandatory reporting related to Board governance and annual documentation components for the audit
- Schedule other meetings as needed for sub-committees, tours, small group Board gatherings, etc.

Operational and Administrative Support

- Work closely with Board and Executive leadership to align activity and effectively prioritize board meeting activity
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- Support governance best practices, including efforts to ensure compliance with relevant laws and regulations as they relate to the Board, including collect and file Board governance documentation such as conflict of interest documents, new board member information forms, etc.
- Maintain internal directory and institutional database for Board members; ensure regular upkeep of stakeholder information, including Board list for publication and website, data clean-up, address and salutation updates, creation of new records, and other general data entry as necessary
- Maintain Board handbook including bios, contact lists, committee members/charters, Board responsibilities, upcoming programs/events, Board meeting minutes, etc.
- Track board budget expenses for monthly credit card statement or invoice reconciliation
- General office administration responsibilities including filing, faxing, photocopying, scanning, processing and distributing mail, messenger packages, and express mail packages
- Work closely with and provide coverage for Project Manager, as needed
- Perform special projects and other duties as assigned

Communication and Special Projects

- Cultivate strong individual relationships with Board members and their staffs
- Develop in-depth knowledge of The Shed's full spectrum of programs and activity along with upcoming events and initiatives to ensure full understanding and accurate representation when communicating to Board members
- Under the guidance of the COO and CDO, draft, edit, and produce written and visual communications (e.g. memos, presentations, regular bulletins) and other correspondence for the Executive Office and Board; work closely with Development staff (and other departments as needed) to ensure proper alignment of messaging

Qualifications and Qualities

- High school diploma required; bachelor's degree strongly preferred
- Four or more years of relevant experience
- Previous experience supporting senior executives and managing complex calendars is preferred, as well as the ability to work well under pressure in a busy and dynamic environment
- Professional demeanor and ability to interact comfortably with VIPs, senior staff, and the general public is essential
- Must be diplomatic and discreet in handling highly confidential material, have excellent verbal and written communication skills
- Must be organized and efficient in managing his or her own time and the time of the director, in meeting deadlines, and in coordinating work on several projects at once
- Must be proficient with both PC and Mac platforms, Microsoft Office, Adobe Acrobat, and G Suite
- Experience with Intacct a plus

Compensation

Compensation will be commensurate with experience. Please provide salary requirements with your application.

Application Process

Interested candidates should complete an application and submit résumé and cover letter in a single Word or PDF document saved as candidate's first and last name through our Career Center page [here](#). Only résumés and cover letters submitted in this format will be reviewed. No phone calls, please.

The Shed is an Equal Opportunity Employer, committed to the goal of building a culturally diverse staff, and strongly encourages applications from minority candidates.