
THE SHED

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

Job Description: Civic Programs Coordinator

About The Shed

The Shed commissions original works of art, across all disciplines, for all audiences. From hip hop to classical music, painting and sculpture to literature, film to theater and dance, The Shed brings together leading and emerging artists and thinkers from all disciplines under one roof. The building—a remarkable movable structure designed by Diller Scofidio + Renfro in collaboration with Rockwell Group—physically transforms to support artists' most ambitious ideas. Committed to nurturing artistic invention and bringing creative experiences to the broadest possible audiences, The Shed, led by Artistic Director and CEO Alex Poots, is a 21st-century space of and for New York City.

About the Position

The Shed seeks a Civic Programs Coordinator to join our growing team and who can support The Shed's engagement strategy. The Civic Programs Coordinator is tasked with providing administrative, logistical, and operational support to cultivate and deepen relationships with local residents, community stakeholders, agencies, school officials, community-based organizations, and others in the neighborhood and throughout the city; administer education and youth development programs in partnerships with organizations from all five boroughs; and execute occasional socially engaged cultural programming, as needed. The position reports to the Director of Civic Programs and works closely across many departments, including Visitor Experience, Marketing, Design, Communications, Production, and Facilities.

Key responsibilities include, but are not limited to Partnerships

- Research and identify key stakeholders, grow and maintain various databases of groups of stakeholders, and stay current about their interests and issues facing the community
- Convene stakeholder meetings, attend and table at community meetings, implement surveys and other ways for distributing information to and receiving feedback from the community about The Shed and its initiatives, as well as advocate for participation
- Schedule, implement, and provide operational and production supervision on-site for relationship-building and/or program-related events, including but not limited to open houses, town halls, humanities events, public programs, residencies, and student culminating showcases
- Generate and monitor execution of contracts, program checklists, program budgets, process invoices; coordinate event and office purchasing; support scheduling, note-taking, and other tasks as needed
- Compile collected information and generate reports as needed for Director of Civic Programs and Chief Civic Program Officer to regularly present to The Shed's Board and staff leadership
- Contribute to marketing and press initiatives in collaboration with The Shed's Marketing, Design, and Communications team

Education

- Assist in planning, facilitation of curriculum, and implementation of learning program components that align with the educational and engagement goals of The Shed and the standards of the NYC Department of Education, in collaboration with content matter and education experts
 - Liaise with NYC Department of Education, schools, and community-based organizations throughout the five boroughs; manage vendor / contract process
 - Develop and maintain program and resource materials (including timesheets, rosters, evaluation forms, surveys, registration forms, workshop handouts, and handbooks) while providing support to schools, teaching artists, community centers, and participants
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- Schedule and attend planning meetings with teaching artists and program partners, workshops, and teaching artist professional development and training
- Register participants and monitor enrollment
- Coordinate observational site visits for funders and partners

Administrative support

- Extensive calendar management, filing, faxing, photocopying, scanning, processing, and distributing mail as needed
- Draft agendas and meeting minutes, prepare presentations, and track meeting follow up
- Enter and monitor tasks in project management software
- Support logistics including transportation, reservations, conference room setup, A / V and other meeting / travel logistics as needed
- Support Civic Program mailings and ticket holds and distribution
- Process monthly credit card statement reconciliation and track expenses for production and departmental budgets
- Perform special projects and other duties as assigned

Qualifications and Qualities

- Two to three years of experience and success in community engagement, organizing, project and event management, public programming, program development, and budgeting
- Strong interest / passion for diverse artistic disciplines
- Experience working with local resident and community organizations; familiarity with New York stakeholders preferred
- Excellent organizational, oral, written, interpersonal, and communication skills with attention to detail; politically and culturally astute and diplomatic; perceptive in recognizing potential conflicts and deftness in conflict resolution
- A creative thinker and imaginative problem solver; agile, resilient, and responsive to shifts in both opportunities and obstacles
- Ability to work as part of a team; highly collaborative and open-minded
- Entrepreneurial mindset; persistently focused on strategic goals, yet able to see and act upon opportunities
- Sensitivity to confidential matters
- Willingness to work select weekends and weeknights to accommodate the needs of the job
- Proficient in Google Docs, PowerPoint, and Microsoft Office
- Knowledge of Tessitura 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.