

---

# THE SHED

## **Job Description: Director of Public Programs**

### **About The Shed**

Opening April 5, 2019, where the High Line meets Hudson Yards on Manhattan's west side, 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 will bring 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 Director of Public Programs who exemplifies and promotes our values and strives to build inclusive communities and connections through engaging and participatory public programming and initiatives.

Bringing together artists, audiences, thought leaders, influencers, activists, and educators to exchange ideas and strengthen connections between the arts, sciences, humanities, and society, Public Programs at The Shed will provide context for our commissions and offer ongoing platforms for the exploration and expression of the urgent ideas embedded in our work. Programs will include artist-created events, lectures and conversations, podcasts, gallery talks and tours, panels, symposia, workshops, and courses.

In partnership with the Chief Civic Program Officer, the Director of Public Programs is responsible for envisioning and executing programs to make The Shed a welcoming, accessible, and inclusive environment for people of all backgrounds and abilities. They will direct all aspects of The Shed's educational programs for adults and access audiences as well as supervise the Assistant Producer who manages youth and community programs. They will research and develop program models that forge closer connections to the local community, to increasing access, awareness, and appreciation of The Shed's commissions. The Director of Public Programs conceives and produces programs across a wide range of artistic mediums and forms, including theater, dance, film, music, and visual arts. They bring connections to the creative community and has a track-record of collaboration with diverse partners. The Director of Public Programs will report to the Chief Civic Program Officer.

### **Key responsibilities include, but are not limited to**

- Work with curators, producers, and creative teams to plan and implement artist-created events, talks, special events, supplemental, and interpretive programming for Shed commissions
- Research and develop civic productions programmed by the Artistic Director/CEO, Chief Civic Program Officer, and Programming team

- 
- Produce community-based civic program presentations, public programs, and commissions with emerging practitioners (i.e. Open Call, Artist Residencies).
  - Develop and track program budgets
  - Organize guided exhibition tours and access programs and initiatives
  - Cultivate and nurture strategic public and civic program partnerships
  - Evaluate public programs to assess and improve impact and outcomes
  - Liaise with internal departments and staff to effectively communicate program updates
  - Develop summary proposals for program, creative, and development teams
  - Negotiate and finalize artist and vendor contracts
  - Create and manage production schedules and timelines with artists and creative team members, production staff, and other departments: marketing, finance, house management, etc.
  - Assist in oversight and execution of all logistical needs for public programs
  - Be on site for rehearsals and performances for the individual programs
  - Oversee artist transportation, accommodation, and hospitality
  - Oversee needs of all incoming public program artists and companies
  - Assist in obtaining appropriate rights and licenses as needed
  - Supervise the Assistant Producer

#### **Qualifications and Qualities**

- Master's Degree or equivalent preferred; Bachelor's degree required in art, art education, museum education, or a related field, or equivalent experience
- Nine or more years of successful experience in the development and implementation of adult programming in a museum or similar arts education institution and staff management
- Possess broad knowledge of culture, art, music, dance, performance, museums, and public dialogue
- Experience working with diverse groups of adults and communities
- Strong organizational and effective communication and presentation skills
- Ability to thrive in fast-paced startup environment
- Adept at multitasking
- Ability to work nights and weekends

#### **Compensation**

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

#### **Application Process**

Interested candidates should submit résumé and cover letter in a single Word or PDF document saved as candidate's first and last name. All submissions should be emailed to [hr@theshed.org](mailto:hr@theshed.org) with "Director of Public Programs" in the subject line. 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.