
THE SHED

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

Job Description: Coordinator of Civic Programs & Engagement

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 Shed's Civic Purpose

Evolve The Shed to be an intersectional gathering space where art, ideas, collaborations, and organizing that push society forward are incubated, shared, modeled, and celebrated.

We will achieve this vision by:

- Fulfilling our social responsibility by investing in public life, civic discourse, intersectional New Yorkers, and our local community. We do this in service of a more equitable and just society and for those most impacted by structural racism and other forms of oppression.
- Operationalizing civic programs and radically welcoming mandates of The Shed through partnerships, advisory groups, the sharing of space and resources, and foregrounding of urgent ideas through creative engagement, public programs, and community-led commissions.

About the Position

The Coordinator of Civic Programs & Engagement advances The Shed's civic purpose and engagement strategy and initiatives, 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; administers education and youth development programs in partnership with organizations throughout the five boroughs; and executes socially-engaged cultural programming, as needed. The position reports to the Chief Civic Program Officer, with a dotted line to the Director of Creative Practice and Social Impact as it relates to education programming, civic commissions, and other specific initiatives, works closely with all Civic Programs Department team members and across many departments, including Visitor Experience, Marketing, Design, Communications, Production, Events/Rentals, and Facilities.

Ideal candidates will be detail oriented, highly organized, and clear communicators who center care, patience, empathy, equity, and justice in their daily work practice.

Key responsibilities include, but are not limited to Engagement

- Coordinate and execute collaborations between the Civic Programs Department, intersectional marketing team, community partners, artists, and local residents
 - Research and identify key government and community stakeholders and neighborhood issues; grow and maintain stakeholder database; and draft policy summary documents
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- Convene stakeholder meetings; attend and table at community meetings and events; and implement surveys and community needs assessments
- Promote and facilitate community building usage (in-kind rentals)
- Provide administrative and operational support for the department's Diversity, Equity, Inclusion, and Accessibility (DEIA) initiatives including the coordination of the Disability Arts Integration Council (DAIC)

Department administration & operations

- Provide administration and operations support for the Civic Programs department: draft agendas and meeting minutes; prepare presentations; support scheduling, track meeting follow up; process monthly credit card statement reconciliation, and track expenses for production, program, and departmental budgets
- Provide administration and operations support for the department's Objectives and Key Results (OKR) process

Programs

- Coordinate the planning, contracting, management, execution, and evaluation of community-led civic programming by providing administrative, logistical, operational, artist services, producing, and project management support
- Schedule, implement, and supervise on-site event operations and production; generate and monitor execution of contracts, program checklists, program budgets, process invoices; coordinate event and office purchasing; support scheduling and note-taking; assist in planning and facilitation of curriculum, and implementation of learning program components
- Provide operations support as needed for Civic and Youth Programming, including Open Call rehearsals, open houses, building activations, offsite programs, and special events

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
- Experience working with local resident and community organizations; familiarity with New York City 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, Intaact, VenueOps a plus

Working Environment

This job operates in a public assembly facility and professional office environment.

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.

Please note: The Shed has adopted a Covid-19 vaccination policy to safeguard the health and well-being of our employees. As a condition of employment, Shed employees are required to be fully vaccinated for Covid-19, unless a reasonable accommodation is approved or as otherwise required by law.

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