

Job Vacancy Notice

Job Title: Performing Arts Center Director

Job ID: 22289

Location: Hostos Community College

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The Hostos Center for the Arts & Culture at Hostos Community College seeks a strategic leader to serve as Director. The Center presents renowned artists as well as local emerging and established artists, student and faculty productions/exhibitions, and hosts events produced by area cultural and community organizations. The Director will be responsible for all aspects of this cultural complex, including organizational direction, programming, fundraising, financial management, public relations/marketing, and staff development.

In order to expand the Center's impact, the Director will build interest and support for the organization. Reporting directly to the College's Interim Dean of Institutional Advancement and working closely with the Hostos Community College Foundation Board, the selected candidate will also oversee and implement comprehensive fundraising initiatives, have experience in leading community-based organizations, and possess a significant background in developing non-profit budgets.

The successful candidate will be responsible but not limited to the following:

- Advance the Center's vision and goals by building engagement among the College's stakeholders and creative community including students, administration, faculty, staff, artists, performers, local organizations, and others.
- Provide operational and financial leadership, management, and assessment.
- Direct the Center through development, implementation, and monitoring of strategic and operational plans along with policies and procedures that translate vision into action.
- Serve as the Center's chief fundraiser, expand contributed income from its current level; steward and strengthen current funding relationships and cultivate new relationships with donor prospects.
- Oversee targeted programmatic effort to ensure appeal to distinct audiences while being responsible for the box office and contributed income to cover expenses.
- Manage all contract with artists, as well as with the community for facilities' rentals. Develop and manage governance and reporting of the Center's finances.
- Create and promote new marketing and branding strategies and build online engagement to increase the Center's visibility and impact; increase engagement, attendance and ticket revenue.
- Serve as ambassador for the Center, network and foster relationships with community partners, funding entities, elected officials, cultural partners, business leaders, and the media.
- Enhance the Center's social media communications, outreach efforts and online/virtual presence.
- Identify corporate sponsorship and individual donor prospects, as well as private and

government grant opportunities; develop, submit, and track proposals and other solicitations and fulfill deliverables and donor-reporting requirements.

- . Work collaboratively with the Hostos Community College Foundation Board and the Cultural Affairs Committee of the Board.
- . Oversee the general maintenance of equipment and facilities. Identify and prioritize facility equipment needs including cost-effective procurement in conjunction with established policies and regulations.

QUALIFICATIONS

Bachelor's Degree and eight years' related experience required.

The following qualifications are preferred:

- . Minimum of five of the eight years at a senior level position within an arts organization or related non-profit arts organization.
- . Master's degree in a related field preferred.
- . Administrative management experience in a college or university environment.
- . Proven experience translating quality artistic offerings to virtual platforms.
- . Expertise in fundraising and financial management.
- . History of building positive community relations and involvement.
- . Availability to work evening and weekend hours.

CUNY TITLE OVERVIEW

Plans, directs, and markets Performing Arts Center/Theatre programs and presentations at other venues throughout a College or Unit.

- . Works with senior management to create a vision and strategy for performing arts
- . Brings artistic vision to the organization by planning and presenting innovative and successful programming
- . Develops and implements creative and cost-effective marketing plans to attract both program sponsors and audiences
- . Manages revenue targets and financial plans, reporting on financial operations consistent with best practices in the not-for-profit/public sectors
- . Provides programming to fulfill the community service mission of the College or Unit
- . Manages relationships between the center and College academic and administrative departments
- . Cultivates relationships with external customers
- . Hires, trains, and manages Center staff
- . Performs related duties as assigned

Job Title Name: Performing Arts Center Director

CUNY TITLE

Higher Education Officer

FLSA

Exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience to a maximum of \$108,681.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

IMPORTANT NOTICE: Health Plan Coverage for Employees Hires on or after July 1, 2019 City of New York employees and employees of Participating Employers and their eligible dependents hires on or after July 1, 2019 will only be eligible to enroll in the EmblemHealth HIP HMO Preferred Plan and must remain in the HIP HMO Preferred Plan for the first year (365 days) of employment. After 365 days of employment will have the option to either remaining in the HIP HMO Preferred Plan or selecting a different health plan within 30 days before the end of the 365th day period. If a new health plan is selected, the new plan will be effective on the 366th day.

Only after the 365th day can the employee participate in any Annual Fall Transfer Period. An employee who needs to request an exemption from the required enrollment in the HIP HMO Preferred Plan can do so by submitting a HIP HMO Opt-Out Request Form to EmblemHealth. An employee, or eligible dependent must meet certain criteria and the requires must be approved by EmblemHealth before the exemption is granted. The HIP HMO Opt-Out Request Form and HIP service area are available on the EmblemHealth website.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigate to the following links: "Employment" and "Search Job Openings".

Please attach resume, cover letter and three professional references.

CLOSING DATE

Open until filled with review of applications to begin April 5, 2021

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.