



The Newburgh Arts & Cultural Commission Seeks a Project Manager for Art-Biz 2024: Youth Arts Program

Job Overview:

The Newburgh Arts & Cultural Commission is seeking a Project Manager for its Art-Biz: Youth Arts Program. The Project Manager will be responsible for recruiting and managing art instructors and students, planning of classes, advertising to the community, day-of setup and event attendance and ensuring a high-quality arts and cultural experience for the community.

Program Description:

Art-Biz is in its second year and offers a series of free public arts and cultural classes for youth taught by Newburgh artists, makers, and other creative professionals. Spanning a variety of artistic media, Art-Biz engages youth and families, provides paid opportunities for our artistic and creative community, and highlights the arts as viable career paths for youth.

Principle Organizer:

This program is organized and offered by the Newburgh Arts & Cultural Commission (NACC). NACC is committed to fostering a thriving and vibrant cultural life in Newburgh through the arts. As a volunteer-led extension of City Government, the Commission works to promote the City's artistic and cultural activities and creative industry for all residents and visitors. The Commission advises the City of Newburgh and its agencies on all matters of arts and culture, develops strategies and recommends priorities to the City, liaises between the City and the arts and cultural community, creates and sponsors public arts projects and cultural events, encourages cultural tourism and the economic impact of the arts, and works to strengthen arts education, accessibility, and participation for all persons.

Job Description:

- Recruit and manage selection and hiring of Art Biz instructors including the open call, application management and applicant communications
- Work with Art-Biz instructors and the City of Newburgh to complete all contracts and documentation required by the City
- Schedule Art-Biz instructors for class dates
- Support Art-Biz instructors in the creation and on-time delivery of lesson plans and supply lists
- Coordinate with venues to schedule the use of class space
- Manage advertising and outreach for Art-Biz classes including flyers, print media and social media platforms
- Be present for 8 consecutive Art-Biz Classes August through September
- Organize NACC member volunteers to be present at each class
- Support instructors with day-of event needs
- Adhere to all City protocols as provided by NACC
- Keep track of class attendance
- Provide a weekly written report to NACC Art-Biz Taskforce throughout duration of the project
- Provide bi-weekly timesheets and invoices
- Attend monthly NACC meetings to provide updates on the project
- Maintain comprehensive project documentation and maintain the project database

- Ensure that the project is delivered within scope and budget
- Prepare a close out report at end of project

Qualifications, Skills, and Knowledge Requirements:

- Demonstrated experience in running a similar arts or cultural program
- At least 3 years of relevant professional experience
- Strong project management experience
- Familiarity with bid processes, RFPs, and working with city government
- Excellent communication skills, both oral and written
- Proficiency in Microsoft Office Suite, Google Docs
- Strong work ethic and attention to detail
- Ability to work independently and as part of a broader team
- Preference given to City of Newburgh residents
- Responsible for own transportation

Salary:

This is an hourly position requiring up to 30 hours per month May-September with mandatory attendance at the Art-Biz program running consecutive Saturdays for 8 weeks, August-September. Salary is \$25/hr with a not to exceed budget of \$3,750.00.

To apply:

Please send a cover letter and resume to nacc@cityofnewburgh-ny.gov. Applications are due by **11:59 p.m. on May 24, 2024.**

CITY OF NEWBURGH – AN EQUAL OPPORTUNITY EMPLOYER: Justice, Equity, Diversity and Inclusion are core values to the City of Newburgh, where there is a strong commitment to establishing and maintaining an environment free of discrimination. These values are promoted through the daily practice of professionalism, respect, acceptance and understanding. As such, City residents along with women, minorities, individuals with disabilities, members of the LGBTQ community, and veterans are encouraged to apply.