General Manager Job Description

About Hi-ARTS
Hi-ARTS is a leading cultural hub within the urban arts movement. Through artistic development residencies, vibrant multidisciplinary creative programming, and civic engagement opportunities, we empower artists to develop bold new work while creating a positive, lasting impact on our community. In 2016, we established a permanent home at El Barrio’s Artspace PS109 in East Harlem.

During 2020 and 2021, Hi-ARTS expanded from two full-time and one part-time staff members, to four full-time and two part-time staff members including the General Manager. Our Fiscal Year 2020 annual operating budget was just under $500,000, with growth projected in FY 2021 and 2022.

Hi-ARTS values artists who respond to social justice themes and/or bring visibility to their lived experiences; innovate and push known aesthetics into new and dynamic interdisciplinary forms; create new original works that expand the perspectives traditionally represented in contemporary performance and other creative areas; and value interaction with community as a means of both developing content and providing broad public engagement.

Job Description
Hi-ARTS seeks an experienced and creative General Manager to join our growing team. The General Manager is the operational lead of the organization. This role oversees all aspects of the daily operations and venue management including finance, production/artists contracting, human resources, administrative operations, artists management, and space scheduling/rentals. The General Manager will work closely with the Program Manager on programming logistics. The position reports to the Executive Director and supervises the Project Associate and all interns/volunteers. The General Manager also works with other departments (Development and Marketing) in reporting, proofreading, and finalizing organizational materials.
KEY RESPONSIBILITIES

OPERATIONS
● Oversee daily operations of organization
● Maintain relationships with vendors and partners
● Manage Project Associate, interns, and volunteers
● Coordinate office maintenance (organization, supplies purchases, donation/recycling/garbage, cleaning services, etc.) and storage facility when applicable
● Maintain organizational calendars
● Oversee and maintain office and studio equipment
● Oversee Customer Relationship Management system (serve as point of contact with vendor, provide support to staff, etc.)
● Coordinate hard copy and digital (e.g., Dropbox) filing and archival systems with staff
● Implement and maintain digital security policies and protocols

PROGRAMMING/VENUE MANAGEMENT
● Work with Program Manager on programming logistics
● Manage space rentals/schedules for Hi-ARTS, Artists in Residence, and external renters
● Produce contracts/agreements for all artists/partnerships
● Serve as company manager
● Serve as liaison between El Barrio’s Artspace PS109’s Building Manager and Hi-ARTS
● Support Executive Director in relationships with building management staff and with other tenants
FINANCE
- Oversee daily, weekly, and monthly financial/accounting functions in collaboration with external bookkeeping service
- Assist Executive Director in developing and managing annual operating budget
- Complete annual audit with selected financial firm
- Provide budgets and financial reporting for grants and other applications and reports
- Develop financial models for strategic/long-term planning
- Maintain high integrity financial policies and procedures

HUMAN RESOURCES
- Work alongside Executive Director to maintain employee morale
- Coordinate internal office events/activities
- Lead employee hiring process, collaboratively with current staff
- Manage employee onboarding, including necessary document completion
- Manage employee benefits election process

QUALIFICATIONS
- Must embrace the mission and values of Hi-ARTS
- Sensitivity to historically excluded performance and visual artists
- Three to five years of experience in general management or arts administration
- Broad knowledge of the professional arts landscape and industry
- Demonstrated ability to directly work with and address the needs of artists
- Understanding of East Harlem and/or neighborhoods with similar cultural, racial and socioeconomic demographics
- Ability to develop and manage budgets (preferably organizational budgets in excess of $250,000)
- Ability to produce, read, analyze, and report financial data
- Experience with nonprofit audit procedures
- General knowledge of licensing, commissioning, and performance agreements
- Proficiency in Quickbooks, Microsoft Office Suite, and Google Suite
• Familiarity with Database/Customer Relationship Management system administration
• Clear communicator with excellent speaking, writing, editing, and proofreading skills
• Detail-oriented with time management and problem-solving skills
• Ability to effectively work with diverse partners from different sectors

Please note: Hi-ARTS staff are currently working remotely and remain in conversation about returning to an in-office schedule. Some duties of the General Manager will require in-person work at Artspace PS109.

COMPENSATION
This is a full-time (40 hours per week) salaried exempt position. Salary is $62,000 per year. The position includes medical, vision, and dental coverage. Hi-ARTS has a generous and flexible vacation, personal, and sick leave policy.

HOW TO APPLY
Email info@hi-artsnyc.org with subject line: General Manager. Include a cover letter in the body of the email and attach a resume. Only those candidates selected for an interview will be contacted. Priority will be given to applicants that submit information by August 16, 2021.

EQUAL OPPORTUNITY EMPLOYMENT
Hi-ARTS is an Equal Opportunity Employer. All candidates for employment are considered without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, physical or mental disability, veteran status, or any other basis protected by applicable federal, state, or local law.