



Job Posting

Job Title

Director, One Chinatown Arts Center	Date: Sep 19, 2016
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Department

Arts	Email: Jobs@bcnc.net
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Position Summary:

This position will be at the forefront of successfully launching and steering a unique community-based cultural arts center in its first year of operation. Working collaboratively with the Advisory Council and under the leadership of BCNC's Executive Director, the Artistic Director/Managing Director will develop and implement the placemaking vision of the center. Specific responsibilities include coordinating original and third party programming, managing operations, developing and maintaining key relationships, fundraising through grant writing, special events, and individual donors, and representing the center as its public face.

Responsibilities:

<p>40% Programs</p> <ul style="list-style-type: none"> • Develop cultural arts and creative placemaking strategy; • Coordinate BCNC, artist-in-residence, and third-party programs taking place at the center; • Provide oversight over programming content; and • Create original programming as resources allow. <p>35% Fundraising</p> <ul style="list-style-type: none"> • Maintain and develop key relationships with external stakeholders, including artists, funders, program partners, renters, and experts in the field; • In coordination with BCNC's Development Department, identify and write grants to support the center and its work; and • In coordination with BCNC's Development Department, manage special events and cultivate individual donors to support the center. <p>15% Operations</p> <ul style="list-style-type: none"> • Oversee smooth operations at the center, including day-to-day and during programs/events; and • In coordination with BCNC's Operations Department, manage the facilities, IT, and other operations needs of the center to ensure a professional, best-in-class arts and performance facility. <p>10% Supervision, Administration, and Other Responsibilities</p> <ul style="list-style-type: none"> • Train and supervise operations staff, interns, and volunteers; • Manage Advisory Board; and • Other responsibilities as assigned by BCNC's Executive Director.



Skills and Experience Required:

Required:

- Significant experience with creative placemaking and/or arts and cultural center management;
- Experience with grant writing and fundraising;
- Outstanding writing and communication skills;
- Demonstrated ability to work with multiple types and levels of stakeholders;
- Proven ability to manage multiple projects and deadlines;
- Able to perform well in a dynamic, entrepreneurial environment; and
- Strong computer skills and facility in Microsoft Office and social media platforms.

Preferred:

- Bachelor degree preferred;
- Experience with immigrant, low-income communities preferred; and
- Fluency and literacy in multiple languages preferred.

About BCNC

Boston Chinatown Neighborhood Center (BCNC) is the largest nonprofit social service provider dedicated to Asian families in the Greater Boston area, supporting over 2,000 children, youth, and adults each year at three locations in Boston and Quincy. The mission of BCNC is to ensure that the children, youth, and families we serve have the resources and supports they need to achieve greater economic success and social well-being. BCNC helps families access the resources and services available to them, provides opportunities for them to learn and acquire skills, and creates a community of mutual support and encouragement.

BCNC is an equal opportunity employer. Resumes accepted until position is filled.