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 home at El Barrio’s Artspace PS109 in East Harlem.

In recent years, Hi-ARTS expanded from two full-time and one part-time staff members, to four full-time and two part-time staff members. Our Fiscal Year 2021 annual operating budget was just above $500,000 with growth projected in fiscal year 2022 and beyond.

Currently, Hi-ARTS is in the midst of an Organizational Development and Strategic Planning process to chart the course of the organization for the next few years.

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 a creative individual to join our growing Programming Department. The Program Associate assists the Program Manager in executing all aspects of programming for the organization. The position reports to the Program Manager.

Key Responsibilities

PROGRAMMING SUPPORT / General Responsibilities

- Attend & support during in-person activities & virtual where needed
- Attend meetings as necessary to take notes, document, share, and capture next steps
- Serve as primary scheduler for Programming team activities
- Draft contracts
- Oversee and submit payroll for artist
- Communicate with vendors
- Oversee equipment needs and use
- Customize presentations
- Draft emails and letters as needed
- Develop asset management system for all interdepartmental documents
- Participate in Organizational Development/Strategic Planning Process
PROGRAM DESIGN & DEVELOPMENT
- Support Program Manager in developing Hi-ARTS Creative Dossier
- Support the Programming Manager in documentation of program design assets and processes
- Update & maintain program design research database and materials
- Support Program Manager with research & outreach for HHCSI
- Update & maintain Hi-ARTS partner & network database
- Update Hi-ARTS Multi-Year Programming Calendar
- Support Program Manager with deadline management
- Update & maintain artist database
- Update & maintain artist Residency Calendars

Community Engagement
- Assist in implementation of Hi-ARTS community engagement strategy
- Support in community engagement research
- Support in communications & updates with Hi-ARTS Alumni Network

QUALIFICATIONS
- Must embrace the mission and values of Hi-ARTS
- Sensitivity to historically excluded performance and visual artists
- High School Diploma or equivalent certification
- BA - in related field a plus
- 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
- General knowledge of licensing, commissioning, and performance agreements
- Proficiency in Microsoft Office Suite and Google Suite
- Familiarity with Project Management and Database/Customer Relationship Management systems (Slack, Asana, Airtable are heavily utilized)
- 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 & backgrounds

Please note: Hi-ARTS staff are currently working a hybrid(remote/in-office) work schedule. Some duties of the Program Associate will require in-person work at Artspace PS109.
COMPENSATION
This is a part time (20 hours per week) salaried position. Salary is $26,000 per year. The position does not include medical, vision, and dental coverage. However, Hi-ARTS does have a generous and flexible vacation, personal, and sick leave policy.

HOW TO APPLY
Email search@hi-artsnyc.org with subject line: Program Associate. Please attach a cover letter and resume with the Filename {FirstName_LastName_PA}. Only those candidates selected for an interview will be contacted. Priority will be given to applicants that submit information by January 31, 2023.

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.