



**About the position:**

Recess seeks an experienced, dedicated individual to partner with the Executive Director to manage the ongoing programs of the organization. This individual should be poised to spearhead new initiatives, streamline existing structures, and work independently. The Program Director is a key asset to the organization, managing administration and programs, including, but not limited to: Session, our public workspace; Analog, our online residency; our critical writing program; and Interventions, our partnership program. The Program Director is also responsible for fiscal management of all programs including bookkeeping and budgeting.

**About Recess:**

Recess was formed in 2009 to support process-based creative projects in a public setting. At once a studio and exhibition space, Recess presents ambitious projects that embrace experimentation and define and advance the possibilities of public creative process. For more information visit [recessactivities.org](http://recessactivities.org).

**The Program Director's responsibilities include but are not limited to:**

**PROGRAMS**

- Work with staff to plan, budget, facilitate, and manage all artist projects and programs
- Proactively plan and research future exhibitions and projects, including outreach to artists and audiences
- Act as the interface between the artist, staff, visiting groups and public
- Draft and edit program-related documents
- Coordinate events designed to enhance the impact of programs
- Oversee and develop program evaluations to measure program impact
- Administer annual open call for applications to Session

**EXTERNAL PARTNERSHIPS**

- Represent Recess offsite in networking and working groups
- Research and cultivate external partnerships to expand programming into other strategic venues

**FUNDRAISING & COMMUNICATION**

- Work closely with the Executive Director and Manager of Communications & Development to review grant research and submission
- Assist with planning and execution of membership and annual benefit events

**ART INVENTORY AND SALES**

- Assists in production of commissioned artworks
- Prepare and collect sales agreements and maintain inventory of artworks
- Manage participation in art fairs

**ACCOUNTING/BOOKKEEPING**

- Help create and manage budgets based on overall Recess priorities
- Lead for financial data management including expense tracking, Quickbooks maintenance, end-of-year financial reporting, and Recess's Culture Data Project profile
- Process contracts/agreements/invoices as needed

**DAILY OPERATIONS**

- Along with staff, maintain upkeep of project and office space
- Explore and manage short and long term physical improvements to the space
- Monitor and respond to general email, phone, and walk-in inquiries

**Requirements:**

- B.A. or B.S.; MA in related field a plus;
- Passion for the arts and innovative program development;
- Demonstrated ability to work well with artists, arts groups, and key stakeholders (e.g. Board members, donors, community leaders, etc.);
- At least 3 years arts administration and/or non-profit experience; familiarity with New York City arts community a plus;
- Excellent written and verbal communication skills;

- Flexibility and strong ability to work independently;
- Financial management experience a plus;
- Grant writing and development experience a plus;
- Ability to manage a busy space while completing organizational tasks;
- Computer and online literacy and strong working skills in Microsoft Office, Wordpress, and working knowledge of Adobe Creative Suite;
- Flexible schedule (Full time, Tuesday through Saturday and occasional evenings and/or weekends as related to events and programs);

**Reports to Executive Director**

**Salary:** \$38K - \$40K, commensurate with experience. Includes health benefits, paid vacation time.

**Position start date:** August-September 2015

**Schedule:** Tuesday-Saturday 11-6 & Thursday 1-8; occasional events and programs outside regular hours

**Application Instructions:**

Submit a cover letter, cv, and three references as a combined pdf by email to [employment@recessactivities.org](mailto:employment@recessactivities.org) with the subject line “Program Director at Recess”

*Recess is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.*