
THE SHED

423 W 55th Street, 7th Floor
New York, NY 10019

Job Description: Program Manager

AUG 7, 2018

About The Shed

Opening in spring 2019 where the High Line meets Hudson Yards on Manhattan's west side, The Shed will be dedicated to commissioning, producing, and presenting the full spectrum of performing arts, visual arts, and pop culture. From hip hop to classical music, painting and sculpture to literature, film to theater and dance, The Shed will bring together leading artists and thinkers from all disciplines under one roof. The building—a remarkable movable structure designed by Diller Scofidio + Renfro in collaboration with Rockwell Group—physically transforms to support artists' most ambitious ideas. Committed to nurturing artistic invention and bringing creative experiences to the broadest possible audiences, The Shed, led by Artistic Director and CEO Alex Poots, will be a 21st-century space of and for New York City.

About the Position

Nurturing artists at the beginning of their careers is a central commitment for The Shed, as integral to our mission as commissioning and presenting new work by established artists. The Shed has developed the Program Manager role, dedicated to The Shed's Open Call, to provide invaluable support, visibility, and recognition for NYC early-career artists any age over 18 working across all forms and media to create and present new work in our unique space. Open Call will occupy various spaces at The Shed throughout the year, including one of the galleries, the theater, and the outdoor plaza, allowing for artistic diversity in commissioned works. Open Call artists working in the theater and plaza space will follow each other within a presentation period; the gallery space will be presented as a group exhibition. Disciplines include (but are not limited to): performing arts (including dance, theater), visual arts (all media), music, literary arts, film, fashion, design, and new media), as well as interdisciplinary and new-media work.

The Program Manager is part of the Program team and reports to the Chief Civic Program Officer and the Senior Curator. The primary responsibility of the Program Manager is to oversee and manage the development, production and installation/running of The Shed's Open Call 2019 commissions within all three spaces: Theater, Plaza, Gallery.

Key responsibilities include, but are not limited to

- Responsible for the management of The Shed's Open Call project
- Manage the selected artists in their development of Open Call proposals
- Manage in the implementation of Open Call at The Shed
- Assists with all phases of the development of Open Call proposals, from proposal phase, to production, installation and deinstallation
- For visual art exhibition, assist the Exhibitions Producer with coordinating shipping, receiving, and installation onsite
- For live work (theater and plaza) manage the execution of all logistical needs for the productions and performance engagements
- Works closely with artists to manage their needs as it relates to their Open Call commissions, prior to presenting at The Shed
- Creates and monitors budgets, schedules, timelines, all associated paperwork to ensure delivery deadlines are met
- Responsible for developing, issuing, and tracking artist and vendor contracts.
- Scheduling meetings, studio visits, workshops as needed
- Manage the mentorship program for Open Call artists
- Manage all requests from other Shed departments including but not limited to Marketing, Communications, Editorial, Design, Finance, and Development, coordinating in consultation with the Senior Curator and the Chief Civic Program Officer
- Manage the Open Call catalogue (with the Editorial team and wider Open Call team).
- Manage the Open Call Assistant
- Other Curatorial and Civic Programming duties may be required as programs develop

Qualifications and Qualities

- Bachelor's degree required
- Minimum five years of professional experience in managing commissions (both performance and visual art.)
- 2-3 years' experience managing a small team
- An understanding of Open Call disciplines: performing arts (including dance, theater), visual arts (all media), music, literary arts, film, fashion, design, and new media), as well as interdisciplinary and new-media work
- Experience working with artists, fabricators, shippers, art installers; knowledge of art fabrication methods and processes
- Ability to work on various projects at any given time, in various stages of development.
- Strong organizational skills
- Outstanding communication (written and verbal) and negotiation skills; diplomatic attitude
- Excellent attention to detail and ability to problem solve
- Ability to work flexible hours, including evenings and weekends during installation periods
- Ability to multi-task and work in a fast-paced environment

Compensation

Compensation will be commensurate with experience. Please provide salary requirements with your application.

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Application Process

Interested candidates should submit resume and cover letter in a single Word or PDF document saved as candidate's first and last name. All submissions should be emailed to hr@theshed.org with "Program Manager" in the subject line. Only resumes and cover letters submitted in this format will be reviewed. No phone calls, please.

The Shed is an Equal Opportunity Employer and committed to the goal of building a culturally diverse staff and strongly encourages applications from minority candidates.