

**Position/Title:** Programming Assistant

**Start Date:** Jan 2022

**Contact:** Send resume and cover letter to [ArtsJobs@CityParksFoundation.org](mailto:ArtsJobs@CityParksFoundation.org)

### **ABOUT CITY PARKS FOUNDATION**

At City Parks Foundation (CPF), we are dedicated to invigorating and transforming New York City parks into dynamic, vibrant centers of urban life through sports, arts, community building, and education programs for all New Yorkers. Our programs -- located in more than 400 parks, recreation centers, and public schools across New York City -- reach 300,000 people each year.

- CityParks Shows brings hundreds of live music, dance and theater performances to communities throughout New York City's five boroughs. The SummerStage festival presents over 100 free performances and benefit concerts each year in 16 parks throughout the city, ranging from American pop, Latin and world music to dance, spoken word and theater. The Swedish Cottage Marionette Theatre, home to one of the last public marionette companies in the US, presents modern takes on classic fairy tales, and the traveling PuppetMobile presents family-friendly puppet shows and workshops outdoors around the city, free of charge.
- Partnership for Parks is a unique public-private partnership between CPF and NYC Parks that supports and champions neighborhood volunteers by giving them the tools they need to advocate and care for their neighborhood parks and green spaces.
- CityParks Learn environmental education programs help students experience the fun of science, while learning about their relationship to the natural world and the ways in which they can protect our natural environment. We provide environmental science programs for elementary, middle and high school students throughout New York City, serving nearly 3,000 kids through school-day, afterschool and summer programming, as well as credit-bearing training and paid internships for teenagers.
- CityParks Play activates New York's neighborhood parks with free sports programs for kids, including tennis, soccer, golf, track & field, and multi sport instruction, as well as fitness classes for seniors. We help New Yorkers stay active and healthy, discover new sports, and make new friends.

Our ethos is simple: *we believe thriving parks mean thriving communities.*

### **POSITION SUMMARY**

The Programming Assistant reports to the Executive Artistic Director (EAD). The position is a key part of the Programming and Arts staff. This is a full-time, year-round position.

### **RESPONSIBILITIES**

*Assistant to EAD*

- Support EAD in setting meetings, calls, and overall calendar management
- Answer phone calls and take messages (when in person in the office)
- Take department and meeting notes for team and department meetings
- Support off-season digital content planning, by researching ideas and assisting in managing deliverables when needed
- Support organization of off-season programming events or showcases
- Draft board reports
- Assist in organizing Arts Committee meetings, by preparing draft presentation and coordinating logistics and RSVPs
- Plan travel, including flights, accommodation and ground transportation for EAD
- Coordinate events and speaking engagements including ticket requests for EAD and programming team
- Organize and send department correspondence, including managing invitations to the venue, or other events
- Manage festival guest list requests for EAD
- Manage expense reimbursements and documents as needed for EAD
- Coordinate quarterly New York Music Presenters and Festivals (an informal working group of NYC presenters and festivals) meetings, as well as emails and related requests
- Order supplies and maintain subscriptions for Programming team
- Maintain Conference membership dues

### *Programming*

- Act as point of contact for collection of promotional assets (bio / photos), social media details and press contact info for SummerStage Anywhere and SummerStage artists and performers
- Liaise with marketing department for artists assets deliverables
- Track artists/programming partners social media posts related to their appearance at SummerStage and SummerStage Anywhere
- Maintain programming artists ideas list up to date and provide additional information when needed
- Maintain contact sheets for all artists in the season
- Maintain SummerStage artist database
- Proofread artists blurbs and website copy and support the programming team in getting approval from artists
- Create tip sheets for artists/shows on SummerStage Anywhere and SummerStage
- Act as the point person for SummerStage Anywhere chat moderation and chat moderation tip sheets creation
- Research and outreach out to potential community partners for cross-promotion opportunities, growing neighborhood outreach for SummerStage Anywhere and SummerStage.
- Manage and respond when appropriate to programming general email inquiries

### **QUALIFICATIONS**

- Bachelor's degree preferred or equivalent experience required and minimum two years administrative work experience in the music business, performing arts or with a talent agency, or management company.

- Strong interpersonal and team building skills.
- Excellent multitasking skills.
- Effective written and oral communication skills.
- Attention to detail and high level of accuracy.
- Very effective organizational skills.
- Proficiency with Google email platform and Microsoft Office.
- Ability to manage special projects independently and to completion.
- Ability and willingness to work in a fast-paced environment.
- Ability and willingness to work outdoors, and in all types of weather
- Ability and willingness to work evening and weekend hours
- Demonstrate good judgement and a professional demeanor

### **WORKING FOR CITY PARKS FOUNDATION**

Benefits include excellent healthcare and dental package, vacation, paid holidays, 403(b) Retirement Plan, Transit Check program, life insurance, and flexible spending plan. City Parks Foundation is a collegial, mission-focused organization that values its employees and encourages professional growth and advancement.

### **CONTACT**

Interested parties should email resume and cover letter to: [ArtsJobs@CityParksFoundation.org](mailto:ArtsJobs@CityParksFoundation.org). Put "Programming Assistant" in the subject header. Please also include information on where you heard about this position.

Thank you for your interest in City Parks Foundation, an equal opportunity employer. Only potential candidates will be contacted. No calls, please.