



PROGRAMS ASSOCIATE (Part-Time Hourly)

BRONX COUNCIL ON THE ARTS (BCA)

Founded by visionary community leaders in 1962, BCA is dedicated to the promotion of cultural equity in and for The Bronx. We nurture the borough's vibrant and culturally diverse ecosystem – especially its independent artists and smaller cultural groups – through programs that build connections, provide resources, and advocate for the needs of culture in the borough.

BCA is the only organization serving both individuals and organizations across all artistic disciplines (both performing and non-performing), in all neighborhoods of the borough. This allows our impact to extend beyond direct services and support – we act as a catalyst for community, which in turn helps to fuel the viability and vitality of culture across the borough. Specifically, we strive to ensure:

- Artists & Creatives (mostly early- and mid-career) in the Bronx can make a sustainable career from their art and continually deepen the quality of their work
 - Small arts organizations in the Bronx can flourish in their mission and create a viable ecosystem for the arts to thrive
 - An arts & cultural ecosystem that is healthy, vibrant, connected, accessible and pervasive throughout the Bronx.
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The Position

Reporting to the Programs Manager, and occasionally to the Director of Programs, the Programs Associate will assist in coordinating and implementing BCA's public programs and activities. The ideal candidate will be highly organized, self-motivated, detail- and systems-oriented, and an effective communicator and collaborator. They are also accountable to other members of the staff to contribute to a positive organizational culture of warmth, passion, and accountability. This is an excellent position for someone who is looking to expand their career experience by joining a small, dynamic, and growing arts organization.

Responsibilities:

- Support the management and coordination of programs and public events, including but not limited to performances and artist gatherings
 - Contracting, logistics, data collection, Eventbrite, mailings, payment processing, etc.
- Support the management and coordination of artists' workshops
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- Maintain historical log of workshops for board and funders' reporting
- Support administration of artist residency programs (SU-CASA, community residencies, etc.)
 - Contracting, logistics, data collection, payment processing, report management
- Support BCA's outreach and education efforts to inform artists, arts organizations and other community partners about BCA's resources and opportunities. Work closely with the marketing and communications team.
- Attend in-person and online workshops, and internal and external events as needed
- Act as BCA programs ambassador through interactions with external stakeholders

Qualifications:

- Arts administration experience a plus.
- Interest in working with emerging, grassroots, and community-based artists and arts organizations in all disciplines.
- College degree (preferred) or equivalent combination of education and experience in the field.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Experience working in Microsoft Office (Word, Excel, PowerPoint, etc.) and Zoom required.
- Experience conducting virtual events on Zoom or similar platform.
- Professional and friendly demeanor; ability to diplomatically interface with the public, grant applicants, content providers and grantees.
- Must be able to work in an open office, team-oriented setting.
- Must be receptive to participating in a variety of BCA initiatives as a creative strategic thinker and team player.
- Bilingual (or multilingual) language proficiency is a plus.
- Must be able to work some evenings and weekends.
- Detail-oriented and able to prioritize tasks and manage time effectively.

Educational Requirements:

Bachelor's degree desired.

Location

Hybrid

Compensation/Hours

\$22/hour – 21 hours/week

Application

Please send a cover letter and resume to programsassociate@bronxarts.org, with subject line: "Programs Associate". No phone calls please.

Closing Date

Position open until filled.

BCA is an Equal Opportunity Employer (EEO). All candidates for employment will be 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.