



Job Description  
**Programs Manager**  
**(Full-Time)**

**BRONX COUNCIL ON THE ARTS**

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 Programs Manager reports to the Director of Programs and supervises the Programs Associate. They are also accountable to other members of the staff to contribute to a positive organizational culture of warmth, passion and accountability.

**Responsibilities:**

- Design, plan, curate, and implement all BCA public programs and services, including performances, concerts, workshops, convenings, etc.
- Research and recruit artists, organizations, and/or consultants to facilitate programs
- Formalize partnership agreements with selected artists and organizations
- Work with external finance and payroll management firm to oversee processing of payment for artists, organizational partners, resident artists, and others involved in our programs
- Prepare and manage open calls to recruit resident artists, teaching artists, organizational representatives, and other content providers.
- Strategize and form partnerships with sister organizations



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- Design, manage, and execute professional development workshops
- Design, manage and executive artists' convenings
- Supervise Bronx Memoir Project Coordinator and other program contractors, as needed
- In collaboration with Program Director, design program surveys for QC
- Ensure data collection for all programs, including survey results, and attendance.
- Review and analyze conclusions from survey data on programs and services, and make recommendations for improvements
- Contribute to report narratives for the board of directors and for funders
- Oversee administration of artist residency programs (SU CASA, community residencies, etc.)
- Ensure programs highlight a variety of artistic disciplines and are welcoming and inclusive to all
- Provide timely information to the Marketing and Communications team about BCA programs and events to ensure the wide promotion of BCA's offerings and enhance community participation
- Identify and form partnerships with different sites and locations to hold our programs
- Travel to diverse sites to hold workshops or other events
- Prepare infographics, charts, spreadsheets, etc. to demonstrate programs' reach and impact

**Qualifications:**

- Minimum of 2 years' prior experience in programs management.
- Prior work experience in the nonprofit sector required.
- Excellent communication skills. Strong verbal and writing skills in English. Knowledge of Spanish desired.
- Strong capability for strategic thinking and diplomacy.
- Experience working in Microsoft Office (Word, Excel, PowerPoint, etc.) required.
- Ability to travel around the borough to visit outside sites and locations, and to deliver BCA programming.
- Ability to work occasional evenings and weekends, as required.
- Strong organizational skills.
- Proven ability to multi-task and prioritize work, and to plan and coordinate diverse activities.
- Experience working with immigrant populations in a community-based setting strongly preferred.
- Understanding of the arts environment in the Bronx and beyond a plus.
- Ability to work with a variety of people from diverse backgrounds.
- Detail oriented. Self-sufficient, proactive, and reliable.
- Comfort in a fast-paced, growing organization.
- Ability to work independently and as part of a team.
- Strong interpersonal skills and a good sense of humor.
- A commitment to BCA's mission and values.



**Location:**

Hybrid

**Compensation/Hours:**

\$55,000 - \$60,000

**Application**

Please send a cover letter and resume to [programsmanager@bronxarts.org](mailto:programsmanager@bronxarts.org), with subject line: "Programs Manager". 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.