

**Associate Curator and Project Manager, Governors Island Arts**

**Department:** Arts and Culture

**FT/PT:** Full-Time

**Job Status:** Exempt

**Reports to:** VP of Arts & Culture and Head Curator

**KEY RESPONSIBILITIES**

The Associate Curator & Project Manager provides support to the VP of Arts & Culture on the Island's public art program, developing new public programs and working directly with artists, partner organizations and contractors on the realization and production of projects. The Associate Curator & Project Manager is responsible for managing the Island's cultural program in Nolan Park and Colonels Row houses, acting as the Island's programming liaison for the Trust's seasonal cultural organizations in residence program. The Associate Curator & Project Manager manages the Island's arts and culture public programming calendar, conceiving of new artistic public programs and implementing Governors Island Arts events by leading partner outreach, managing on-site logistical coordination and production project management, and acting as the administrative contact for Arts & Culture with the operations, legal, and financial teams on the production of arts programming.

The Associate Curator & Project Manager reports to the VP of Arts & Culture and works collaboratively with the Public Affairs team, including communications and events, as well as the operations, legal and finance teams. Additional responsibilities include:

- Overseeing the planning, cultivation, and selection process for the Trust's seasonal "organizations in residence" program, which grants temporary programming and workspace to arts, cultural and educational organizations in the Island's historic Nolan Park and Colonels Row houses. The Associate Curator & Project Manager will oversee a seasonal open call and selection of program participants and manage a calendar of public programs produced by selected organizations. The Associate Curator & Project Manager will also coordinate with the Public Affairs team on outreach and public communications, and with the facilities and legal teams on permitting and set up.
- Work closely with the VP of Arts & Culture on the Island's public art program, developing programmatic content and working directly with artists and partner organizations on the realization and production of new commissions, programming around commissions, and strategic partnerships with cultural institutions, acting as on-site production manager on projects where needed.
- Works with the VP of Arts & Culture on the Island's long-term cultural vision tied to the goals and values of the Trust's cultural plan, including partner cultivation, researching new projects and implementing programming opportunities.
- Manages a calendar of public arts and cultural programming.

- Acts as an ambassador for the Island's cultural program both on and off site.
- Liaises with programming partners in marketing efforts on public program press releases, web content, and helps guide the marketing of programming initiatives with the Public Affairs team.
- Works closely with the Trust's Senior Team to strategize on fundraising opportunities to support arts programming on the Island, including production support on arts cultivation events.
- Assists with departmental production of programs, projects, and events, including seasonal weekend and evening hours.
- Manages project coordination for the production of public art commissions and arts programs, and manages interdepartmental communication, including with the Operations, Public Affairs and Events Teams.

## **QUALIFICATIONS**

### **Experience:**

At least five years' experience working on the planning and production of cultural programs, including but not limited to exhibitions, public art commissions, and public programs. Experience working at a museum, cultural institution or public space encouraged. The Associate Curator & Project Manager should have a strong understanding and appreciation of working in public spaces and a familiarity with New York City's multi-disciplinary arts community.

### **Skills and Abilities:**

- Strong organizational skills and attention to detail with the ability to strategically oversee projects from conception to completion.
- Experience in managing budgets, schedules, and onsite contractors.
- The ability to lead multiple projects at once, while simultaneously thinking about long-term goals.
- Excellent oral and written communication skills.
- Experience in public programming, with a particular interest in art, public space, and cross-disciplinary practice and a track record of cultivating partnerships.
- Experience with identifying and cultivating program and project opportunities and managing outreach for programming initiatives.
- Have a deep commitment to artists and the artistic process.
- Ability to problem solve on the ground.
- Experience working both independently and collaboratively.
- Experience working with diverse audiences, and a strong commitment to accessible and multi-disciplinary programming.
- Ability to work flexible hours, including occasional nights and weekends.

- Driver's license required.

#### **TO APPLY**

Please send a cover letter and resume as a single PDF document to [jobs@govisland.org](mailto:jobs@govisland.org) with "Associate Curator" in the subject line. No phone calls please.

All new hires must be vaccinated against the COVID-19 virus unless they have been granted a reasonable accommodation for religion or disability. If you are offered employment with the Trust, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the Trust.

The Trust for Governors Island does not discriminate on the basis of age, color, disability, genetic information, marital status, membership in an employee organization, military service, national origin, parental status, political affiliation, race, religion, sex (including gender identity), sexual orientation, sexual and other reproductive health decisions, or other non-merit factor.

#### **ABOUT THE TRUST FOR GOVERNORS ISLAND**

The Trust for Governors Island (The Trust) is a nonprofit corporation created by the City of New York. It is responsible for the redevelopment and operation of 150 acres of Governors Island. The Trust's mission is to realize the full potential of Governors Island, demonstrating a bold vision for public space. For more information, visit [www.govisland.org](http://www.govisland.org).