

Program Manager

Full-time position - Hybrid of remote and in-person work

Brooklyn, NY

Haiti Cultural Exchange (HCX) was founded in 2009 to develop, present, and promote the cultural expressions of the Haitian people. Our activities deepen appreciation of the rich diversity of Haitian arts and culture in New York City—one of the primary outposts of the Haitian diaspora—by providing opportunities for artists of Haitian descent to develop and present their work in music, dance, film, visual arts, and educational programming. Our promotion of the arts and public affairs aims to raise awareness of social issues and foster cultural understanding within and beyond the Haitian community.

Job Description

Haiti Cultural Exchange (HCX) seeks a dynamic and dedicated professional to fulfill the full-time position of Program Manager. Reporting to the Executive Director, the Program Manager will be involved in all aspects of Haiti Cultural Exchange's development and execution of performance, arts, and educational programming. This is an opportunity to engage with a vibrant and devoted community, work with talented, innovative artists from Haiti and the Haitian diaspora, and to participate in fantastic live events.

A successful candidate will be someone enmeshed in the multidisciplinary arts environment of New York, have knowledge of Haitian arts and culture, and have a strong arts management background. They will seek out new opportunities for program development within the organization's mission, strategy, and current budget, develop relationships with HCX's constituency, and oversee the administration of staff and program records. A self-starter and efficient operator who can adapt to the diverse needs of different programs and artists is essential.

Additionally, the Program Manager will supervise the responsibilities of the Events Producer and Program Coordinator, developing a workflow and assigning roles among the positions to create a mutually supportive and efficient system for the production and promotion of HCX programs.

Program Responsibilities

- Seek, identify, and secure new mission-aligned opportunities to expand our programming through engagement within the arts, performance, and music landscapes of New York and Haiti.
- Engage in new relationships with artists, community stakeholders, and cultural organizations within the Haitian Cultural diaspora and broader New York arts and performance communities.
- Develop, plan, produce, and evaluate HCX's signature programs, including artists talks, music festivals, dance performances, artists residencies, youth development programs, and our biennial Film Festival, as well as branded, stand-alone cultural events.
- Hire and oversee additional freelance staff as needed to support specific programs.
- Secure photographers and videographers to document programs, manage receipt and preservation videos and images, and coordinate access and usage.
- Attend and manage live program events, primarily held in evenings and on weekends, and speak on behalf of HCX to introduce artists and programs when needed.
- The Program Manager will oversee and coordinate the responsibilities of our part-time Events Producer, or fulfill directly, as appropriate:
 - Scheduling of artists, including travel and work visas, technical, and logistic needs.
 - Securing vendors for programs, including venues, rentals, catering, and insurance.
 - Managing RSVPs, ticket sales, and health and safety protocols, and attending to any on-site changes or needs.
- The Program Manager will oversee and coordinate the responsibilities of our part-time Program Coordinator, including:
 - Determining their scope of work for specific programs.
 - Supervising their workflow.
 - Evaluating progress towards programmatic goals.

Administrative Responsibilities

- Track and maintain programming and administrative budgets and expenses.
- Work closely with our Executive Director in the search for and hiring of new staff when needed.
- Manage contracts, releases, and permissions for artists, freelancers, and vendors.
- Maintain and back up files on HCX shared server using the organizations' archive protocol and folder structure.
- Provide training, direction, and management for program interns and volunteers.
- Provide support to senior leadership for fundraising activities such as, but not limited to:
 - Contributing to fundraising strategies.
 - Producing program-related data and language to support grant requests and reports.
 - Assembling supportive materials for presentations to individuals and institutions.
- Interface with our Communications Coordinator in the following areas:
 - Delivery of pre-event content from artists to facilitate marketing and promotion of programs.
 - Delivery of post-event images and videos for usage in both immediate and future communications materials.
 - Ensuring that program information is correct and distributed in a timely manner via social media, email, and the website.
 - Reviewing and approving website updates, press-releases, flyers, and social media posts.

Qualifications

- Bachelor's degree or higher required.
- Minimum of three years working in arts programming, event planning and/or event production.
- Proficiency in Microsoft Office suite, DropBox, Constant Contact (or similar email editing platform), and Mac OS.

- Excellent verbal, interpersonal, and written communication skills. Must be comfortable with public speaking.
- Ability to multitask and problem-solve in real-time.
- Familiarity with the arts and culture environment in New York.

Ideal candidates are:

- Passionate about the arts and cultural heritage, an appreciation of their roles in building communities, and a commitment to their preservation and continued growth.
- Cooperative, team-oriented, outgoing, and professional in demeanor, detailed, organized and efficient.
- Able to adapt focus between comprehensive long-term goals and daily systemic operations.
- Skilled in lateral leadership, critical thinking, and project management.
- Familiarity with Haitian creole and the culture of Haiti, while a plus, is not required. HCX welcomes dynamic candidates with a wide array of backgrounds and interests.

Compensation

This is a full-time position entailing a hybrid of in-office, remote work, and on-site program presence. HCX offices are in Brooklyn, NY. Salary range is \$70,000-\$75,000, commensurate with experience.

Benefits package includes health and child-care subsidies, and paid time off (PTO) for 20 days/year. PTO days are to be used for personal days, sick days, and vacation upon supervisor approval. In addition to paid federal holidays, HCX offices are closed for the days between Christmas Eve and New Years' Day.

Professional Development

Employees are encouraged to seek professional development opportunities that can benefit the organization and the employee's role within the organization. All development opportunities should be approved by the Executive Director.

How to Apply

Please submit a cover letter and resume as a single PDF to Micaela Walker at jobs@haiticulturalx.org.

Please use your First and Last name and “Program Manager position” in the subject heading of your email submission.

Applications will be reviewed until the position is filled.

Haiti Cultural Exchange is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.