



Studios and Residencies Manager (Part-time)

Organizational Overview

The **Northern Manhattan Arts Alliance** (NoMAA) is a non-profit arts service organization whose mission is to cultivate, support and promote the works of artists and arts organizations in northern Manhattan. Its main objectives are: to facilitate the creation of new works by both emerging and established artists; strengthen the infrastructures of local arts organizations; encourages public dialogue, engagement, and collective reflection around issues that affect upper Manhattan's cultural community; and foster the region's economic development and overall vibrancy.

Description

The studio manager is responsible for monitoring the operations of four studio spaces currently used by individual artists, arts organizations, and NoMAA fellows/artists-in-residence of various disciplines. The manager ensures that the studio operations maintain maximum productivity and efficiency; processes client accounts; maintains studio resources and assists in creating marketing campaigns/materials to promote the organization's programs and rentals. A studio manager must have excellent communication and leadership skills to effectively respond to inquiries and concerns and develop and maintain contracts with the clients.

Job Summary:

NoMAA cultivates artists in all stages of their creative development through programs, art exhibitions, and residencies; and serves as an important nexus of cultural engagement for local audiences and artists. The Studio and Residencies Manager will manage and maintain NoMAA's four studio spaces, currently used by individual artists, arts organizations and NoMAA fellows of various disciplines. The Manager has three main areas of focus: rentals, residencies, and exhibitions. The Manager will manage all aspects of the studio rentals and residency programs and will support curatorial staff in the coordination of exhibitions at NoMAA. They will be responsible for tracking and reporting studio rentals and residencies using the current online portal system, as well as exhibitions data for grant reporting. The Manager will be responsible for initial contact and walkthrough tours with potential rental clients and residency candidates. They will also coordinate the gallery attendant staff.

Duties & Responsibilities:

- Maintain Skedda booking system
- Responsible for scheduling all four studio spaces and managing the needs of the arts organizations, for-profit clients, and fellows who occupy the space
- Prepare invoices and contracts for users of the space
- Orienting renters to the studios and troubleshooting their tech/usage needs
- Ensuring cleanliness of studios and addressing issues such as repairs and upgrades, in collaboration with the ED
- Working with the United Palace security team and ensuring daily management of the space as aligned with Palace protocols
- Coordinating/maintaining gallery attendant schedule
- Supporting curator and NoMAA staff in the coordination of exhibitions on-site and other locations as needed
- Other duties as assigned by supervisor
- Reports to ED

Qualifications:

- A Bachelor's degree in related fields
- 1-2 years of related experience
- Excellent communication skills
- High level organization skills and attention to detail
- Willingness to work with a team
- Available to work evening hours and/or weekend days as necessary
- Proficiency in Spanish (preferred)
- Proficiency in Microsoft Excel and Word platform
- Proficiency in Google Office Suite
- Proficiency in social media applications

Compensation:

20-25 hours/week. \$25-\$30/hour

How to Apply

To apply, please send a resume and cover letter to careers@nomaanyc.org. Please write **"Studios and Residencies Manager"** in the subject line. No phone calls, please. **Anticipated start date of March 15, 2023.** Position will remain open until filled.

An Equal Opportunity Employer

It is NoMAA's policy to provide all persons with equal employment opportunities without regard to race, color, religion, sex, national origin, disability, age, marital status, or any other characteristic protected by federal, NY state, or NYC law.