

PROGRAM MANAGER
Foundation for Contemporary Arts
www.foundationforcontemporaryarts.org

Founded by Jasper Johns and John Cage in 1963, the Foundation for Contemporary Arts' mission is to encourage, sponsor and promote contemporary visual and performing arts. Through a nomination process, individual artists and collective groups working in dance, music/sound, performance art/theater, poetry and the visual arts are awarded unrestricted grants for projects of their own choosing. Grants are also given to presenting and support organizations, and a modest fund is maintained to help artists with unexpected emergencies. Since FCA's inception, hundreds of grants to artists and arts organizations—totaling nearly seven million dollars—have provided opportunities for creative exploration and development.

FCA is a non-profit 501(c)(3) charity and raises funds through the sale of artwork donated by visual artists for periodic benefit exhibitions and through financial contributions from individuals and foundations.

Job Description: FCA is seeking a Program Manager to work four days/week, reporting to the Executive Director. The Program Manager oversees all aspects of FCA's grant-making activities throughout the year, from responding to general inquiries to the administration of each program's individual grant cycle. Responsibilities include: vetting and/or processing grant applications and artists' materials, compiling lists of prospective nominators and panelists, conducting site visits of applying and currently-funded organizations, overseeing the preparation of panel books and presenting nominees work materials at annual selection panel meetings, overseeing the editing and publication of FCA's annual grants booklet, organizing FCA's annual grants reception, coordination of all grant-related mailings, compiling a quarterly calendar of grantee's performances and exhibitions and keeping the grants section of FCA's website up to date. The Program Manager is also responsible for FCA's accounting, bookkeeping and office management, including but not limited to: booking payables, receivables, investment income/losses and year-end accruals; monthly account reconciliations; annual financial audit preparation; bill-paying; overseeing payroll, 1099s and other human resource functions.

Qualifications: The applicant must currently be a working artist in any discipline or have been a working artist in the past, or have been involved with the management of an arts organization or collective. Prior grant-making experience is not mandatory, but applicant must have minimum 3-4 prior years' administrative experience, preferably at an arts organization. Minimum education requirement: Bachelors' degree. Strong computer skills (Excel, Word, QuickBooks, Outlook, PowerPoint) necessary. Must be focused, organized and self-motivated. Excellent verbal and written communication skills and interpersonal skills. Must have ability to work productively both independently and in an open-office environment on a small team. Must possess strong organizational skills and the ability to manage and complete projects on time. Detail oriented. Interest in and/or knowledge of contemporary and avant-garde visual and performing arts required. The position also requires proficiency with bookkeeping, spreadsheets, budgeting and financial data.

Salary: The position is full-time four days/week. Salary range: \$35,000-\$40,000, commensurate with experience, plus excellent benefits. While not FCA's preference, there is a possibility that candidates without bookkeeping/finance skills might be considered for a three days/week position with program management responsibility only. In this scenario, compensation would be pro-rata based on fewer hours, and commensurate with skill set/experience.

To Apply: No phone inquiries, please. We regret we are unable to respond individually to each applicant. We are only able respond to candidates being considered for interviews. Please email or fax cover letter and resume to:

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