



Arts
Culture
Community
Lower East Side

Open Arts LES Coordinator (P/T, seasonal)

The Open Arts LES Coordinator manages FAB outdoor programs at two locations: East 4th Street (between Bowery and Second Ave) and Avenue B (between East 8th and 9th Street), and provides support for other FAB pop-up events in the neighborhood. The season runs from late April through mid October. Position is for 24 hours per week, which includes outdoor events on Thursday evening and Saturday afternoons.

FABnyc is a team of artists and organizers working to preserve, strengthen, and grow the cultural vibrancy of the Lower East Side. FABnyc works in partnership with the community – bringing artists and arts strategies to fight physical and cultural displacement, build collective power and collaboration, increase equity and access to cultural resources and public space, and support local resiliency and community health. We have a broad range of value-driven program initiatives focused on collaboration and community care.

Our team values openness, creativity, a strong work ethic, an interest in ongoing learning, thoughtful communication, and care for the team and the mission as a whole. We work with residents, artists, cultural workers, community leaders, and colleagues across the city and value all relationship skills which nurture connection, understanding, and collaboration.

The Open Arts LES Coordinator will work with a seasonal team of three, as well as FAB core staff of four. Position reports to FAB Senior Programs Manager and Executive Director.

Deadline to apply: March 26

Starting date: April 11

Specific Responsibilities

Manage FAB's Open Arts LES program including

- Oversee operations of weekly events at two Open Street locations
- Coordinate with Open Arts LES Technical Director, Teaching Artist, and all guest artists
- Manage Open Arts LES Production Assistant
- Serve as the primary contact for logistics with Avenue B Open Street coalition
- Manage permitting and notices regarding events, amplified sound, parking; oversee events ensure artist and attendee safety and conformity with permit regulations
- Supervise set up and break down of events
- Support community relations with residents and nonprofits
- Organize appropriate written and visual documentation of events

Qualifications:

- Highly organized, reliable and punctual

- Experience in arts administration and/or event production
- Strong verbal communication skills; works well in a public-facing position
- Comfortable working both in teams and independently
- Familiarity with Lower East Side cultural and/or nonprofit arts community a plus

Hours:

- Tuesday 12-5; Thursdays 1-9; Fridays 12-5; Saturdays 12-6

Compensation: \$25/hour

Email resume and cover letter to Dakota Scott, Managing Director at dakota@fabnyc.org with subject line "NAME – FABnyc Open Arts Coordinator."

FABnyc has a strong commitment to principles of diversity, is an Equal Opportunity Employer, and does not discriminate on the basis of race, creed, color, gender/ gender identity/ gender expression, age, ethnicity, national origin, sexual orientation, religion, HIV serostatus, disability, or marital status. People of color, immigrants, women, LGBTQ+ folk, and members of other historically marginalized groups are especially welcome and encouraged to apply.

FABnyc requires that all employees be vaccinated. Please be prepared to share your proof of vaccination with us if interested in the position.

Please note: the position requires ability to carry and set up outdoor furniture (tables, chairs); boxes of paper and crafts materials.