



Arts
Culture
Community
Lower East Side

Programs Assistant (F/T)

The Programs Assistant supports the development and operations of FABnyc's arts and community engagement, communications, and workspace programs.

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.

The Programs Assistant will join a small team of three. 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.

Specific Responsibilities

Support FABnyc's programs, administration, and facilities management including...

- Artist scheduling, bookings, contracts, payments, and materials for marketing arts events
- Manage artist rentals of studio and theater spaces
- Assist with public programs and community engagement at FAB events, including FAB's outdoors programming throughout the neighborhood
- Support communications including social media postings and monthly newsletter
- Organize and maintain program documentation

Qualifications:

- Highly organized, reliable and punctual
- Experience in arts administration or related field
- Strong verbal communication skills; works well in a public-facing position
- Writing skills, including skills with social media platforms and messaging
- Comfortable working both in teams and independently
- Familiarity with Lower East Side cultural and/or nonprofit arts community a plus

Hours:

- Tuesday-Friday, 9:45-5:15; Saturdays 12-6

Compensation: \$45,000/year

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

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: FABnyc's Dance Block rental studios are not all accessible; the position requires ability to climb stairs on a frequent basis, respond quickly to sounds (ex. phone, door buzzer); and work at a computer for extended periods of time.