

NXTHVN

169 Henry St.
New Haven, CT 06511
NXTHVN.COM

Position: Programs Manager
Company: NXTHVN
Business Type: Non-Profit Organization
Location: New Haven, CT

Reports To: Assistant to the President
Classification: Full-Time, Exempt
Job Type: Professional

About NXTHVN:

NXTHVN is a new national arts model. A multidisciplinary arts incubator, NXTHVN cultivates creative community in Dixwell and accelerates professional careers in the arts. Each year, NXTHVN selects seven emerging artists, two curators, and hosts nine high school apprentices to participate in its highly-competitive Fellowship and Apprenticeship programs. Through intergenerational mentorship, professional development and cross-sector collaboration, NXTHVN connects these early-career artists and creative professionals with the resources and networks vital to their success. We are an artist-founded and artist-centered organization committed to fortifying the broader arts economy through strategic partnerships with the education, entrepreneurship, government and philanthropy sectors.

About the Role:

NXTHVN is seeking a Program Manager to help forward our mission and bring our newly-constructed home to life through the design and delivery of curatorial exhibitions, public programs, educational workshops, live events, community engagement initiatives, and artist projects in line with our core values.

Reporting to the Assistant to the President, and in close collaboration with the Program Design Advisor, the Program Manager will be primarily responsible for:

Program Delivery & Assessment

- Close collaboration with the Program Design Advisor and Student Programs Manager to support the execution of NXTHVN's core programs:
 - The Fellowship Program,
 - Apprenticeship Program,
 - Public programming throughout the NXTHVN building, and
 - Public programming serving NXTHVN's hyper-local community.

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- Program delivery includes, but not exclusive to: outreach and scheduling with artists, vendors, and partners, calendar and workflow coordination, and general administrative support.
- Serving as main point of contact for the Fellows on key public-facing projects including, but not limited to, the culminating exhibition and accompanying catalogue and curatorial calendar of programs and events (2-3 exhibitions annually).
- Oversee the installation and deinstallation of exhibitions in NXTHVN's gallery space and the hiring of freelance exhibition staff when applicable.
- Facilitate in-person evaluations with program facilitators and participants and make recommendations to executive leadership on how to grow and improve the Program.
- Maintain a schedule of publicly-relevant and -accessible events for the year, including artist talks and lectures, professional development workshops, theater performances and screenings, networking events, etc. that make use of our full facility.

Community Engagement

- With respect for NXTHVN's hyper-local community, lead engagement by developing relationships with NXTHVN's neighbors, community-based organizations, and local government.
- Ensure our programs are co-ideated with, and made available to, our local community, in addition to Greater New Haven and beyond.
- Lead the coordination of the entire NXTHVN team for the successful implementation of community-based public programming.

Program Promotion

- Work directly with the team to promote the Program calendar, draft messaging for collateral, formulate press releases, generate suggested social media content, and help produce curatorial publications such as exhibition catalogues and related materials.
- Organize and manage part-time gallery attendant(s) to welcome and orient visitors to the gallery.

Grants Writing Support

- The Program Manager will support the executive team by contributing to grant narratives for programs NXTHVN would like to implement.

Requirements:

Applicants should have a Bachelor's degree in a relevant field of study and a demonstrated experience to perform the job responsibilities. The desired candidate will have a passion for the arts, building creative community, and community organizing, experience within the non-



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profit field or arts program management or arts education, excellent interpersonal skills, and a track record of working collaboratively within a creative team.

Applications will be accepted until the position is filled and early submissions are encouraged. Please send application materials (resume, cover letter, 3 references and salary range requirements) to applications@nxthvn.com.

NXTHVN Core Values:

- artists are experts in creativity and creativity is a language vital to the health and growth of our communities and their social institutions
- artists create cultural, social and economic value and that NXTHVN can play a role in connecting artists with their inherent power as leaders, innovators and change agents
- that engaging the art market economy is not synonymous with selling out; rather, it is taking an active role in planning for your own growth, sustainability and success
- collaboration is an essential tool in the creative process and that collaboration relies on relationship-building, which is why our professional development curriculum adopts a human-centered approach
- community engagement is achieved by prioritizing, building and nurturing long-term over transactional relationships
- transparency, teamwork and trust lead to bolder creativity, increased value, dynamic collaboration, and systemic impact. We are not afraid to experiment, take risks, and disrupt broken systems so long as the above is present!