

STRAND CENTER FOR THE ARTS
PLATTSBURGH, NY
POSITION DESCRIPTION

JOB TITLE:	Artistic Programming Director
DEPARTMENT:	General & Administration
REPORTS TO:	1 st Vice President, Board of Directors
STATUS:	Full-Time (40 hours/week)
SALARY RANGE:	\$45-55,000/year, commensurate with education and experience

The Strand Center for the Arts is a 501c3 non-profit arts and cultural organization located in downtown Plattsburgh, New York — a micropolitan city-center within the North Country’s Clinton County. The Strand provides the immediate community, and surrounding areas in Vermont and Québec, with a broad range of arts education courses, special events & programs, performances, and visual art exhibitions, serving 20-25,000 patrons annually.

Summary of Job:

The Artistic Programming Director is a full-time position responsible for overseeing and contributing to the artistic vision and cultural identity of the Strand Center for the Arts. This individual will work to maintain and expand the high-quality, accessible arts-based experiences and community engagement opportunities through their leadership role. Related duties include managing organizational programming through the development and implementation of classes, exhibitions, recurring and special events; fulfilling marketing plan deliverables; hiring and overseeing core staff; developing budgets; and executing Board of Directors established strategic planning initiatives. The Artistic Programming Director is also responsible for identifying and administrating programmatic and other grants for the organization.

The Artistic Programming Director works in coordination with the Director of Operations, who is responsible for oversight and management of the Strand Center Theatre and associated staff; operational contracts; facilities and equipment management; non programmatic grants; and organizational compliance licensures and policies.

KEY DUTIES AND RESPONSIBILITIES

The Artistic Programming Director is responsible for researching, planning, developing, and implementing the organization’s programming with support from additional core staff. Specific responsibilities include the following:

- Initiate and set goals for programming based on organization’s strategic objectives.
- Develop and implement cross-disciplinary arts programs, including identifying processes, deadlines and milestones to successfully realize these programs.
- Develop and approve operational and departmental budgets.
- Oversight of Gallery Manager, Artist Studio Managers, Bookkeeper and Administrative staff, Marketing, and other independent contractors.
- Provide strong and supportive leadership while upholding a culture of open communication, collaboration, and shared decision-making responsibilities.
- Other duties as assigned.



MINIMUM QUALIFICATIONS AND ABILITIES

Education & Training:

- Bachelor's degree required. Master's degree preferred. Equivalent experience considered.
- 5-10 years of experience within the fields of arts and/or non-profit administration, gallery and/or theater management, community engagement, and professional artist practice.

Work Related Experience & Abilities:

- Strong organizational and time management skills.
- Ability to work independently and collaboratively to accomplish responsibilities and goals.
- Demonstrated leadership skills.
- Excellent written and verbal communication skills.
- Computer proficiency, including knowledge of Microsoft Office Suite, Google Suite apps, Adobe Creative Suite.

REQUIRED CERTIFICATION, REGISTRATIONS, OR LICENSURE

- Must be able to legally operate a motor vehicle in the United States and Canada. Passport and/or enhanced driver's license is required for travel in and out of Canada.

BENEFITS

- Health insurance coverage.
- Paid time off.
- Flexible hours and remote work options.

The Strand Center for the Arts is strongly dedicated to the pursuit of inclusive excellence. We are an equal opportunity employer and encourage applications from individuals of diverse backgrounds including, but not limited to, the LGBTQIA+ community, all gender identities, BIPOC and ethnic minorities, people with disabilities, and veterans.

To apply, please send a cover letter and resume to:

Human Resources
Strand Center for the Arts
23 Brinkerhoff St
Plattsburgh, NY 12901

– or –

Info@StrandCenter.org

Subject line: Artistic Director Application Submission

The Strand has been a key part of the Plattsburgh, NY community since 2000 as a cultural and economic driver, and hub for family engagement, unique in capacity, reach and caliber as the only major arts center in a 50-mile radius. Through diverse programs and offerings, the Strand contributes toward improved personal wellbeing for people of all ages and ability with high-quality visual & performing arts classes; thought-provoking gallery exhibits; robust theatre offerings, including music, dance, comedy & film; and digital engagement efforts widely distributing arts resources. We offer artist support and development



through the Arts Center Gallery, off-site gallery management, open studios, and the Artist Store. Cross-organizational partnerships and collaborations are central to the organizations mission, including our Art Helps scholarship program. The Strand's goal is to continue providing unique, entertaining and educational opportunities to full-time residents and visitors to the North Country region.

Our nearly 20,000 square foot campus situated in the heart of downtown Plattsburgh includes the Arts Center, equipped with Ceramic Studio, Gallery, a new MakerSpace suite with Digital Technologies Lab, Visual Arts and Music Studios, and Multi-Media Lab, and administrative offices. The adjacent Strand Center Theatre is a landmark of cultural and historical importance, originally built as a Vaudeville theatre in 1924, and currently on the National Registry of Historic Places. The Theatre now serves to present world-class performances by local and touring musicians, actors and dancers, film screenings and more.

