



performances
workshops
exhibits
arts education
grants
arts advocacy
community

Roxbury Arts Group Program Director Job Announcement

Roxbury Arts Group

Position: Program Director, full-time, 35hr/week, non-exempt status

Location: Roxbury, NY

Salary: \$40,000 annually

80% employer-paid health insurance

vacation and personal time

About the Roxbury Arts Group:

Founded in 1979, the Roxbury Arts Group is a non-profit, multi-disciplinary arts organization dedicated to making the arts an integral part of life in the communities that we serve. With performance venues and Roxbury, Denver, and Stamford NY, the Roxbury Arts Group offers year-round arts programming consisting of high-quality performances, workshops, exhibits, and other events that aim to serve the residents of and visitors to the Catskills. The Roxbury Arts Group also administers the Statewide Community Regrant program in Delaware County, and provides technical assistance and professional development opportunities to artists and arts organizations working in our region.

The Roxbury Arts Group has a small and passionate staff and is further supported by a dedicated Board of Directors.

About the Position:

The Roxbury Arts Group seeks candidates for the position of Program Director. Working with the Executive Director, the Program Director is responsible for planning and implementing the programs and events offered by the Roxbury Arts Group. Specific duties include:

- Thoughtful design of a diverse and dynamic performance and event season
- Scouting, negotiating and contracting with artists and performers
- Coordinate promotion for Roxbury Arts Group season and individual events
- Implementing on-site and off-site programs
- Volunteer recruitment and management
- Assist with the planning and implementation of fundraising events
- Management of maintenance and care of technical equipment
- Track and report program information required by the Executive Director

This position is a full-time, non-exempt status, with benefits.

About the Candidate:

A successful candidate for this position would be described as innovative, energetic and creative with a positive attitude and collaborative spirit. They will be passionate about the arts and their impact in small communities. They will be thoughtful, strategic, organized and detail-oriented but also possess the ability to remain flexible in a fast-paced work environment. They will have excellent communication skills, written and verbal. Prior event production, event planning, community arts, non-profit, and/or marketing work experience is required.

To apply:

Please submit a letter of interest, resume/CV, and the contact information of three references to Jenny Rosenzweig, Executive Director at jenny@roxburyartsgroup.org. Application deadline: August 20, 2021.