

CAVE CANEM

Job Title: Readings & Special Programs Manager

Location: New York City, with regularly remote work from home

Status: Full-time (Overtime-Exempt)

Salary: \$75,000 per year + comprehensive benefits package including paid time off & 401K

Reports to: Director of Programs

Cave Canem is a nonprofit organization committed to cultivating the artistic and professional growth of Black poets. Founded by artists for artists, Cave Canem fosters community across the diaspora to enrich the field by facilitating a nurturing space to learn, experiment, create, and present. Cave Canem develops thoughtful audiences for Black voices that have worked and are working in the craft of poetry.

Reporting to the Director of Programs, the Readings & Special Programs plays a critical role in serving Cave Canem's mission by managing the logistical fulfillment of the organization's artistic programs, including producing an annual retreat, regional workshops and other public offerings. The Readings & Special Programs will manage the department coordinator, fixed-term staff and independent contractors engaged by the department as needed.

QUALIFICATIONS:

- 3-5 years of manager-level professional experience, ideally in a non-profit, literary or arts organization with program development and execution responsibilities.
- Experience creating and managing project budgets, production schedules, and timelines
- Superior skills using Microsoft Office Suite (Word, Excel and Power Point), Google Suite and project management software such as Asana.
- Strong interpersonal communication, in addition to exceptional written and oral communication skills with keen attention to detail.
- Strong analytical, critical thinking, and problem-solving skills.
- Knowledge of standard event practices, equipment, and software in the areas of sound, projection, video, and virtual media.
- Experience operating digital presentation platforms including StreamYard and Zoom.
- Demonstrated ability to manage and prioritize complex workload.
- Demonstrated ability to collaborate effectively with a large number of staff, clients, community members, guest artists, and other professionals representing a wide diversity of personalities and culture.
- Brings experience operationalizing equity within event production and setting an equity and justice rooted strategy for staffing and team management.
- Ability to work collaboratively in a team, promoting mutual accountability and inspiring trust from internal and external stakeholders.
- Passion for arts, culture, and serving communities of color.
- Knowledge of New York City cultural presenters and nonprofit arts sector.

KEY RESPONSIBILITIES:

- Collaborate with the Director of Programs in the management and execution of public-facing events throughout the year using in-person, hybrid, or virtual formats including the Retreat, Regional Workshops, readings, panels, and other presentations as directed.
- Review and evaluate contracts related to programmatic content and fulfillment.
- Logistical lead on communication with internal and external stakeholders for the production of events from inception to completion.
- Train and mentor the Program Coordinator, as well as manage contract and fixed-term staff during load-ins, technical rehearsals, events, and strikes.
- Develop and implement production policies that ensure safe working conditions and high organizational and artistic standards.
- Manage the continued development and continuation of departmental process documentation including event itineraries, meeting agendas, program information, department manuals, etc.
- Act as the technical point of contact for Cave Canem produced events/presence at venues.
- Manage the interdepartmental conveyance of accurate information as needed to publicize and fundraise for programmatic efforts, in coordination with the Communications & Engagement department.
- Work with the Director of Programs to create event-specific and annual budgets.
- Manage and adhere to the approved department budget, including setting annual program and expenditure; work with the Director of Programs to identify needs, gaps and opportunities.
- Support the Director of Programs in carrying out post-event reviews and post-production workflows to ensure the success of future events.
- Create a positive and healthy department culture, overseeing direct reports and providing mentorship and professional development opportunities.
- This position requires some travel throughout the year.

To apply, please send a cover letter highlighting relevant experience, resume, the names and contact information of two references as a single PDF document by email to: careers@ccpoets.org, subject line: “Readings & Special Programs [your name].”

Applications will be accepted until the position is filled. Though we will not be able to contact all applicants, we hope to invite a first round of interviews in July 2023.

Cave Canem Foundation, Inc. is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Cave Canem Foundation, Inc. is committed to building a culturally diverse community, and strongly encourages applications from female-identified candidates and candidates of color.