



Title: Program Associate, Arts
Location: 650 Fifth Ave., 19th Floor, New York, NY
Reports to: Program Director, Arts
FLSA Status: Full Time – Exempt

The mission of the Doris Duke Charitable Foundation is to improve the quality of people's lives through grants supporting the performing arts, environmental conservation, medical research and child well-being, and through preservation of the cultural and environmental legacy of Doris Duke's properties. The mission of the Arts Program is to support artists with the creation and public performance of their work.

JOB SUMMARY

The Program Associate for the Arts performs two primary functions: providing administrative and programmatic support to the Arts Program team (80%) and supporting the smooth and efficient functioning of the foundation's New York City office (20%).

In the Arts Program role, the Program Associate will work as part of a team responsible for the Doris Duke Artist Awards program's grant making, operations, and communications and supporting program implementation and grants management. It is expected that the Program Associate will exercise discretion and independent judgment in the execution of his/her duties. Though these decisions may be reviewed by the lead Program Staff, the Program Associate will have the authority to make independent choices without immediate direction or supervision. In addition to administrative skills, the incumbent must also have excellent writing skills, be able to interact with grantees and consultants, work in a team, and gain facility in the program's grants management processes. This role reports to the Program Director for the Arts and works closely with the Program Manager.

In the office administration role, the Program Associate will support the smooth and efficient functioning of the foundation's New York City office. In addition to shared reception duties, the role comprises purchasing and inventory management, mail and deliveries, and general office and administrative tasks as required. This role reports to the Office Operations Manager.

ESSENTIAL JOB FUNCTIONS include, but are not limited to, the following:

Doris Duke Artist Awards (DDAA)

- **Artist eligibility** - Updating and maintaining the Doris Duke Artist Award eligibility list of awards and grants; creating discipline-specific eligibility lists; and, coordinating artistic statements with ensemble members.
- **Panel support** - Supporting DDAA selection panels, including arranging teleconferences; securing artists' work samples; training panelists for webinar participation; assisting in tracking voting results; assisting in creating and maintaining artists' dossiers; running tech of work samples and projection of results during panel; and, assisting in running the voting tool.
- **Event planning** - Duties including arranging participants' travel; producing and distributing meeting materials; financial reporting; processing payments; researching accommodations; placing catering orders; and, handling A/V and other technical requirements.
- **Communications and marketing** -
 - Website responsibilities including copyediting, updating and maintaining accuracy of the Doris Duke Artist Awards section of ddcf.org.
 - Social media and communications responsibilities including conceiving ideas for and assisting in the development of social media content related to the awards for the foundation's Twitter account; tracking awardees' events and work, and providing ideas for how to promote their activities and achievements on the foundation's social media account; and, supporting the development of media announcements about new classes of awardees.

Arts Program Implementation and Grants Management

- **Panel Preparation for Arts Program grant competitions** - Planning, tracking and maintaining calendar for panel processes; assembling and distributing application materials to panelists for panel meetings. Assisting panelists and applicants with needs and inquiries prior to and after panel meeting. Creating and testing scoring sheets for panel meeting.
- **Meeting and Site Visit Planning** - Providing logistical support for Program-related meetings of varying size and site visits, including independent consultants; tracking meeting budgets; identifying and working with necessary contractors, hotels and travel agencies to ensure smooth execution of meetings. Drafting of consultant contracts for review by general counsel and monitoring and process of related consultant invoices as required. Providing support to the Arts Program staff relating to other professional development and/or affinity groups, such as Grantmakers in the Arts.
- **Administrative Support** - Providing information to lead program staff to ensure timely and accurate responses; screening telephone calls; maintaining calendars in outlook; maintaining a filing system; handling incoming mail; copying and scanning; distribution list maintenance; making staff travel arrangements; word processing through MS Office products; and reconciling expense reports. Organizing internal and external

departmental meetings. Performing other, related administrative support duties as assigned. Prioritizing work load and working independently.

Office Administration

- On assigned days, maintain a presence at the reception desk to facilitate deliveries, mail, and visitors.
- Collaborate with the Office Operations Manager to maintain the consistency of office resources.
- Other tasks determined in collaboration with the Office Operations Manager as schedule permits.

QUALIFICATIONS

- 2+ years work experience;
- Bachelor’s degree in an appropriate area, preferably arts administration or the performing arts;
- Knowledge of theater, dance and/or jazz;
- Outstanding writing and editing skills;
- Strong attention to detail and extremely responsible;
- Excellent organizational skills;
- Ability to manage several projects simultaneously;
- Ability to take initiative and make informed decisions on matters of consequence;
- Strong interpersonal and verbal skills;
- Self-starter with the ability to take initiative;
- Knowledge of Excel and Powerpoint is required, and experience with Google Apps, Filemaker Pro, Adobe Photoshop, and iMovie are pluses.

HOW TO APPLY

Email your resume to hr@ddcf.org with “Arts” and your last name in the subject line. Applications will be accepted until May 31, 2019.

No phone calls or in-person applications, please.

The Doris Duke Charitable Foundation is an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations and communities to apply.