

**Arts Education Opportunities
Performing Arts Center
NY/NJ Area**

Senior Manager, Arts Education Business Operations

Location: NY/NJ Area

Salary: \$55k to \$60k

The Senior Manager of Business Operations will be responsible for preparing department budgets, developing and documenting standard operating procedures and managing program statistics. Salary range for this position is \$55k to \$60k.

Responsibilities:

- Oversee and reconcile monthly financial activity for the Arts Education department
- Prepare monthly projections
- Create program budgets
- Projections and variance analysis
- Oversees departmental faculty payroll
- Manage Financial Aid process
- Develop and implement systems that streamline processes
- Maintain enrollment data for all required program statistics
- Manage a Program Coordinator

Qualifications:

- Bachelor's degree
- Experience in budget management
- Strong Excel
- Database experience a plus
- Management experience

Manager, Professional Development

Location: NY/NJ Area

Salary: \$45k to \$50k

The Manager, Professional Development is an administrative role that will implement and manage the professional development components of a variety of arts education programs. This role will work closely with artists, schools and district liaisons in executing successful programs. Salary range for this role is \$45k to \$50k.

Responsibilities:

- Work with artists, district liaisons, schools, and/or community-based organizations to facilitate scheduling and logistics
- Ensure that professional development experiences are following guidelines
- Assist with developing curriculum and accompanying materials for a catalogue of professional development program offerings
- Conduct post-program meetings as needed to gather evaluation data
- Coordinate assigned professional development experiences from pre-planning to post-program evaluation
- Assist with identifying, developing and managing a roster of artists and workshop leaders to serve as presenters
- Negotiate and contract artists and workshop leaders

Qualifications:

- Bachelor's degree
- 3-5 years relevant work experience
- Familiarity with various arts disciplines
- Vehicle for regular local travel required
- Database experience a plus

**For additional information, please email
JBALFOUR@BRIDGEPOINTASSOCIATES.NET**