



Job Opening - New York Irish Center

Position: **Director, Arts and Cultural Program**

The New York Irish Center (NYIC) is a vibrant community center offering both cultural and social services. Located in Long Island City, Queens, NYIC is easily accessible by public transport from much of Queens, Manhattan and Brooklyn.

NYIC currently seeks a Director for its Arts and Cultural program. This position will report directly to the Executive Director, working closely with other program leaders and other members of an overall dynamic team. The position is full-time with vacation and medical benefits. Salary commensurate with experience and NYIC's funding source requirements.

Broad duties and responsibilities include but are not limited to:

a: curating a bi-annual cultural program, with performance arts and educational components.

b: overseeing event/program production, including assessment of impact on building and other resources in a multi-program environment.

c: working closely with NYIC's various communities (seniors, children, teenagers/young adults) in the provision of NYIC's services, including outcome/impact measurement, and case management.

d: directing program marketing and social media, including the implementation of a bi-annual program print publication.

The position offers a great opportunity to grow and develop, to work with a great committed team, and to gain a deep understanding of community along the way.

The ideal candidate is a self-starter, willing to roll up their sleeves, and must be prepared to work off-hours. Excellent communication skills, especially written, are a must. College background and proficient computer business skills preferred.

Resumes and cover letters only to:

jobs@newyorkirishcenter.org