



JOB DESCRIPTION

JOB TITLE: Manager of Daytime Programming, 92YTribeca
DEPARTMENT: 92YTribeca

Position Objective:

The Manager of Daytime Programming is a senior position within 92YTribeca. Reporting to Director, this person is responsible for the planning, booking and execution of Daytime programming and will oversee classes at 92YTribeca. These programs will include, but are not limited to lectures, classes, film series, workshops and seminars designed to appeal to our broad ranging audience in lower Manhattan and beyond.

Essential Functions:

- ~~• Administer and manage the Daytime program of classes and lectures~~
- Plan, develop, and implement the Daytime program at 92YTribeca in cooperation with the existing program staff of both the 92nd Street Y and 92YTribeca
- Cultivate strong relationships with speakers, teachers, and other individuals, such as publicists and agents, who are key to bringing top talent to our stage and classrooms
- Develop brochure copy and ensure that such information is disseminated appropriately
- Monitor marketing and participation information
- Work with Business Development office to develop new initiatives
- Work with Development office on fundraising initiatives
- Develop, manage, and monitor Daytime program budgets
- Direct and supervise one staff person, including performance evaluation and disciplinary action
- Supervise special projects and events
- Function as the representative of 92YTribeca to all patrons, speakers, teachers and 3rd party organizations involved in Daytime classes and lectures
- Perform other related duties as assigned or requested

Educational Requirements:

- Bachelors Degree required, Masters Degree desirable and 5 or more years experience in related fields

Skills and/or Experience Required:

- Proven track record in program development involving risk-taking and vision
- Creative and flexible thinker with an interest in a broad range of cultural interests
- An experienced manager who has supervised and directed staff
- Diplomatic skills in dealing with colleagues and the public
- Excellent written and verbal skills; highly organized and detail oriented
- Ability to work well under pressure, meet deadlines and maintain a positive attitude
- Knowledge of sales and marketing
- Experience in development and management of budgets

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