

## **Center for Architecture Foundation Program Manager**

The Center for Architecture is New York City's premier public space for exhibitions, discussion and professional exchange on architecture and design. With multiple galleries, a lecture hall, public resource center, library and conference rooms, the Center serves as the place where the public and design professionals meet. Established in October 2003 by the American Institute of Architects New York Chapter and its charitable affiliate, the Center for Architecture Foundation, the Center is also home to the New York Chapter of the American Society of Landscape Architects (ASLA), the Illuminating Engineers Society of New York (IES/NY) and the Structural Engineers Association of New York (SEAoNY). Since its opening, the Center has presented over 40 exhibitions and hosted close to 2,000 events while greeting 2,500 visitors each week. The atmosphere at the Center is fast paced with an energetic, driven and enthusiastic Board and staff.

The mission of the Center for Architecture Foundation is to improve the built environment by promoting public awareness and broader appreciation of the importance of architecture, design and planning through programs in education, research and scholarship.

The Center for Architecture Foundation Program Manager is responsible for the Programs@theCenter. These activities are designed to engage young people, families, teachers and community members in contemporary topics in the built environment and are often related to or address current design problems facing us at local, state, national and international levels. Our education programs are arts-based, child-centered and experiential. Many of our programs feature hand-on problem solving activities and relate to exhibitions at the Center for Architecture. Our goals are to cultivate literacy and understanding of the world around us, engage the public in the built environment and to develop an understanding of the role that design plays in shaping our world. Professionals in the field and trained educators serve as leaders that guide learning and awareness.

Programs@theCenter include:

- FamilyDay@theCenter: Family workshops that explore topics related to design, community and the built environment.
- StudentsDay@theCenter: Hands-on design workshops to engage school groups in investigating topics in the built environment.
- CareerDay@theCenter: A symposium created to broaden high school students' perspective and understanding of the design professions.
- Studio@theCenter: In-depth courses for various ages in architecture, design, urban planning and landscape architecture.

### **Administrative & Programming**

- Develop, facilitate and expand the Programs@theCenter and other projects as necessary
- Recruit, train and support volunteers for the Programs@theCenter
- Answer public inquiries about the Programs@theCenter
- Assist Program Director with planning and execution of professional development workshops, annual exhibition and other projects as necessary
- Document and evaluate Programs@theCenter

### **Marketing & Fundraising**

- Help develop and execute marketing strategy for all programs
- Create and track budgets for Programs@theCenter
- Assist in the preparation of grants and fundraising initiatives and other reports as necessary

### **Additional Qualifications:**

- Background in arts education required (minimum 3 years experience)
- Professional experience in a not-for-profit environment preferred
- Interest in or knowledge of architecture and design preferred
- Self-starting, creative and motivated team player

- Proven ability to work closely and collaboratively with cultural partners, volunteers, teachers and school administrators
- Excellent organization skills and ability to manage multiple tasks concurrently
- Strong verbal and written skills
- Proven reliability and dependability
- Flexibility with work hours (some weekend work required)
- Microsoft Office, familiarity with desktop publishing software, a plus

Please submit cover letter, resume, sample curricula, three references and salary requirements to [info@aiany.org](mailto:info@aiany.org)