

JOB DESCRIPTION MANAGER OF EDUCATION & INTERPRETATIVE MEDIA

ABOUT THE KITCHEN

Founded in 1971 as an artist-driven collective, The Kitchen today reaffirms and expands upon its originating vision as a dynamic cultural institution that centers artists, prioritizes people, and puts process first. Programming in a *kunsthalle* model that brings together live performances, exhibition-making, and public programming under one roof, The Kitchen empowers its audiences and communities to think creatively and radically about what it means to shape a multivalent and sustainable future in art. The Kitchen seeks to cultivate and hold space for wild thought, risky play, and innovative and experimental making, encouraging artists and cultural workers alike to defy boundaries and sending them into the world to remake art history and catalyze creative change.

Among artists who have presented significant work at The Kitchen are Muhal Richard Abrams, Laurie Anderson, ANOHNI, Robert Ashley, Charles Atlas, Kevin Beasley, Beastie Boys, Gretchen Bender, Dara Birnbaum, Anthony Braxton, John Cage, Lucinda Childs, Julius Eastman, Philip Glass, Leslie Hewitt, Darius James, Joan Jonas, Bill T. Jones, Devin Kenny, Simone Leigh, Ralph Lemon, George Lewis, Robert Longo, Robert Mapplethorpe, Sarah Michelson, Tere O'Connor, Okwui Okpokwasili, Nam June Paik, Charlemagne Palestine, Sondra Perry, Vernon Reid, Arthur Russell, Cindy Sherman, Laurie Spiegel, Talking Heads, Greg Tate, Cecil Taylor, Urban Bush Women, Danh Vō, Lawrence Weiner, Anicka Yi, and many more.

ABOUT THE POSITION

Reporting to the Executive Director & Chief Curator and Chief of Staff at The Kitchen, this position will provide support to the organization's institutional growth and advancement in this critical moment of its transformation. Through and beyond The Kitchen's current renovation period, the Manager of Education & Interpretative Media will operate at multiple intersections, coordinating across educational institutions and schools to schedule and plan programs, workshops, and events that prioritize learning, discovery, and exchange intersectional with The Kitchen's interpretive media. While considering the organization's experimental mission and values implementing its strategic vision, the position will streamline and clarify systems and operations, and identify new opportunities for the application and expansion of The Kitchen's mission.

Through and beyond The Kitchen's current renovation period, the position requires a candidate equipped to think broadly and innovatively about The Kitchen's artist-centered mission, while also independently managing a wide range of administrative responsibilities. The candidate must be comfortable working in a collaborative, experimental, and culturally diverse setting and possess the openness, flexibility, and diplomacy required for meaningful collaboration with contemporary artists.

Innovative and outstanding communication, writing, and research abilities are celebrated.

RESPONSIBILITIES:

In close programmatic and community collaboration with The Kitchen's Leadership and Curatorial teams, this position will:

- Oversee The Kitchen's existing education programs across the areas of high school, fellowship/internships, and contribute to expanding program offerings for other audiences.
- Coordinate across schools, organizations, program stakeholders and strategic partners to schedule and plan programs, workshops, and events that prioritize learning, discovery, and exchange intersectional with The Kitchen's experimental mission and values.
- Manage The Kitchen's two-decade-long partnership with Liberty High School Academy for Newcomers, a public school in Chelsea serving ELL students in grades 9-12. The Kitchen's programs at Liberty have historically included teaching artist residencies in English classes and after-school program offerings in video and theater arts.
- Expand The Kitchen's education programs by researching, broadening, and advancing relationships with new schools, communities, and institutional partners that champion experiential learning, participatory process, and experimentation as core value sets. Increasing The Kitchen's network of teaching artists to facilitate programs for varied audiences.
- Supervise and lead annual fellows and interns, ensuring that they have a fulfilling experience learning about experimental art and the field at The Kitchen. Design comprehensive schedules and creative assignments that allow for young professionals to feel inspired and empowered to enter a competitive industry of non-profit art administrative practice.
- Design and manage community-driven, artist-centered education programs that center access, equity, and inclusion as core tenets.
- In collaboration with the curatorial team, develop accessible interpretive materials and interactive programmatic activities complementary to The Kitchen's creative program, including exhibitions, performances, public programs, and digital programming.
- Invest in sustained, extended dialogue and relationships with stakeholders outside The Kitchen in the interest of advancing education, public programming, and community relations.

- Participate in cross-departmental institutional planning within The Kitchen's "without walls" period, as well as in active preparation for The Kitchen's renovated 19th Street building.
- Work collaboratively across multiple departments and stakeholders, including the Executive Director's Office, Chief of Staff, Curatorial, Production, Development, Events, Archives, Finance, and Information Technology.
- Act as an ambassador of the institution by engaging multiple audiences and stakeholders, both internal and external, across a variety of platforms and cultivate, and maintain with diplomacy and care, relationships with a diverse constituency of artists, trustees, members of the press, professional associations, and local non-profit organizations.
- Attend approved off-site exhibitions, performances, studio visits with artists, symposia, and programs.

OTHER DUTIES AS ASSIGNED QUALIFICATIONS:

- Two to three years of experience administering and assessing arts education and/or community engagement programs. Teaching experience will also be considered.
- Excellent organizational and analytical skills; experience with administrative and clerical duties, and outstanding written and verbal communication skills.
- Capacity to communicate educational and artistic goals for all programs.
- Must manage tasks independently with strong attention to detail, and have ability to manage multiple projects and deadlines.
- Experience with budget preparation and budget management practices.
- Strong background in the history of modern and contemporary art across disciplines; an interest in avant-garde performance, movement research, and experimental media a plus.
- Adaptability in hybrid in-person remote work environment and receptivity to a work schedule that sometimes will involve evenings and weekends as tied to ongoing programming.
- Excellent computer skills, particularly AudienceView, MS platforms, including Word, Photoshop, Outlook and Excel, digital imaging experience a plus.
- Strong interpersonal skills, positive energy, and collaborative spirit.
- Familiarity with diverse intersections of New York art, culture, communities, and histories.
- Bachelor's degree; graduate degree preferred.

The Kitchen's avant-garde history engages an experimental institutional model that forms our ways of collaborating with artists via an ambitious and dynamic creative program. As part of our current commitment to DEAI, we recognize that an experimental artistic program requires an experimental and innovative team of contributors. Our staff is critical to the imagination of our mission. With this in mind,

THE KITCHEN
NEW YORK CITY'S CENTER
FOR EXPERIMENTAL ART
AND THE **AVANT-GARDE**
SINCE 1971

we appreciate that experiences across candidates may necessarily be diverse; we encourage you to apply based on your interest first and share with us in your cover letter what brings your passions to this position. We are glad to be made aware of your candidacy as we continue to grow our community.

Starting salary will be commensurate with experience, within a range of **\$60,000-70,000**. This is a **grant-funded**, full-time position at 40 hours/week and includes medical, vision, and dental insurance and paid time off. The position is exempt according to the Fair Labor Standards Act. Salary commensurate with experience, skills, and knowledge.

The Kitchen is an Equal Opportunity Employer. We do not discriminate because of age, sex, religion, race, color, creed, national origin, alienage or citizenship, disability, marital status, partnership status, veteran status, gender (including gender identity), sexual orientation, or any other factor prohibited by law.

We will confirm receipt of all applications, but please note that only those candidates selected for interviews will be personally contacted. No phone calls, please. Please email your resume and cover letter as a single PDF to jobs@thekitchen.org with “**Manager of Education & Interpretative Media**” in the subject line. Applications close on **May 10, 2024**.