



Job Title	Associate Director for Arts & Culture
PVN ID	HC-2106-004059
Category	Instruction and Social Service
Location	HUNTER COLLEGE
Department	Center for Puerto Rican Studies
Status	Full Time
Annual Salary	\$48,635.00 - \$97,270.00
Hour(s) a Week	35
Closing Date	Aug 03, 2021 (Or Until Filled)

General Description

The Centro de Estudios Puertorriqueños/Center for Puerto Rican Studies is a university-based research institute, housed at Hunter College, whose mission consists of two components. One is to collect, preserve and provide access to archival and library resources documenting the history and culture of Puerto Ricans. The other is to produce, facilitate, and disseminate interdisciplinary research about the diasporic experience of Puerto Ricans and to link this scholarly inquiry to social action and policy debates. The Associate Director for Arts and Culture reports to the Center Director.

The Associate Director for Arts and Culture will play a key role in developing and fundraising for Arts & Culture Programming and launching the new Center for Cultural Research. Through its programmatic initiatives, the Center for Cultural Research seeks to historicize, contextualize, incentivize, and showcase the socio-cultural contributions of Puerto Rico and its diaspora, foster the research use of CENTRO's arts and culture collections, and strengthen connections with the Puerto Rican artistic community.

Other Duties

the Associate Director performs the following:

- Working with Centro's Director to develop programming initiatives and fellowship opportunities in the realms of arts and culture.
- Working with Centro's Director to develop and implement innovative strategies for fundraising with individuals, corporations, and foundations to support arts and culture programming and literary initiatives.
- Revisioning and Relaunching CENTRO's public and digital humanities platforms, including the CENTRO voices blog, e-journal, and newsletter.
- Working with CENTRO staff in the library and archives to develop programming and publication initiatives based on CENTRO holdings.
- Working with the cultural programming and outreach team to create synergy among arts and culture

programming and initiatives, including exhibits, literary fairs, and virtual events.

- Coordinating the development of new publications initiatives.
- Coordinating marketing and outreach efforts for our arts, culture, and literary initiatives.
- Working with the CENTRO Operations team to update and maintain the CENTRO online store.

Qualifications

- Experience in the implementation of the responsibilities described above.
- Advance degree in Arts and Culture Management or related field.
- Five to ten years of managerial experience in Arts Administration or relevant field.
- First-hand experience with editorial and publishing processes.
- Direct experience in seeking and managing grant funding.
- English and Spanish fluency are required.