

Job Title: Performing Arts Center Manager

Job ID: 30622

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 10,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Reporting to the Associate Administrator for Business Development, the Performing Arts Center Manager:

- Leads the negotiation and execution of contracts, scheduling agreements, and technical production requirements for internal and external events, ensuring alignment with institutional policies and event goals
- Directs long-term planning, calendar coordination, and goal-setting initiatives to support the Center's mission, programming, and operational efficiency
- Oversees the management of technical equipment and inventory, including evaluating current assets, identifying upgrade needs, researching new technologies, and implementing acquisition strategies to enhance production capabilities
- Provides expert technical consultation and hands-on support for all performances and events, working closely with academic departments, guest artists, and production staff to ensure technical requirements are met with professionalism and safety
- Partners with campus leadership and facilities management teams to develop and implement building operations procedures, coordinate maintenance efforts, and ensure readiness of performance spaces
- Recruits, trains, supervises, and evaluates technical and support staff, fostering a collaborative, high-performing team environment that aligns with the college's values and service standards
- Ensures strict adherence to local, state, and federal safety regulations, including fire codes, OSHA standards, and building codes, while developing internal safety protocols and conducting staff training
- Performs additional duties as assigned, contributing to the strategic growth, community engagement, and overall success of the Center for the Arts

QUALIFICATIONS

Bachelor's degree and six years' related experience required.

Preferred qualifications include:

- Four years of experience in performing arts and theater administration in a leadership role
- Two years of experience engaging and collaborating with diverse community stakeholders
- Strong written and verbal communication skills across in-person, phone, and digital platforms
- Availability for a flexible schedule, including evenings and weekends as needed
- Ability to adapt and remain resourceful in a fast-paced, dynamic environment
- Deep passion for theater and alignment with the mission of the college
- Proven strengths in leadership, team building, sound judgment, active listening, multitasking, and attention to detail

CUNY TITLE OVERVIEW

Manages day-to-day operations and administrative activities of a performing arts center

- Manages College-sponsored event programming; works with student and faculty representatives to understand their needs and assure successful productions
- Manages center administration, including staffing, payroll, budget and fiscal management
- Assists in client contract negotiations, scheduling, and planning for production requirements
- Participates in soliciting business, developing marketing and public relations campaigns, and developing relationships with external arts and community organizations
- Provides programming to fulfill the community service mission of the College or Unit.

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CUNY TITLE

Higher Education Associate

FLSA

Exempt

COMPENSATION AND BENEFITS

\$79,188 - \$82,928

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness,

financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

*CUNY is in the process of implementing salary schedule increases. Once implemented, salaries of eligible employees will be adjusted by 6.09% with additional increases of 3.25% effective 9/1/2025 and 3.5% effective 9/1/26, in accordance with the terms of the PSC-CUNY collective bargaining agreement.

HOW TO APPLY

To apply, please visit <http://cuny.jobs/> and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

August 7, 2025

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.