

# Managing Director – Now + There - Boston

## OVERVIEW:

Now + There (N+T) is a leading Public Art non-profit dedicated to fostering artists and community engagement to create bold public art experiences that open minds, conversations, and spaces across Boston, resulting in a more open, equitable and vibrant city. The organization is slated to launch a historic citywide Boston Public Arts Triennial and is seeking a Managing Director (MD) to support the Founder/Executive Director (ED) in scaling operations and motivating teams to meet the needs of this monumental event.

The MD will support and report to the ED, serving as a strategic thought partner and operational lead, freeing up the ED to focus increasingly on public engagement, fundraising, and other Triennial strategic imperatives. The MD will lead, develop, and manage organizational growth through operational and financial initiatives, implementing measurable strategies to develop Boston's first citywide Public Art Triennial, a flagship event. While planning for N+T's growth, the MD is tactically focused on executing annual operational goals, including Signature Projects, the development of a persistent exterior location (Lot Lab), and the continued growth and success of its Public Art Accelerator. Throughout, the MD will motivate employees in the facilitation of N+T's vision of making Boston an open public art city.

The MD will manage a team of 5+ direct reports and scale the organization up to 25 employees. They will directly oversee a Project Management Lead, an Engagement/Events/Partnerships Lead, and a Communications Lead in the creation of annual Signature Projects and Triennial artworks. The MD will also manage an Operations Manager to create efficient systems and positive workplace culture, oversee a part-time CFO, and work closely with Board members to create and accurately forecast budgets. In support of efficient cross-department collaboration, The MD will also work closely with the Curatorial and Development Teams.

## JOB MISSION:

Serve as a Key Driver in N+T's vision to make Boston a more open and vibrant public art city. Embody the personality of the organization — bold, open, sharp and inclusive. Bring your own unique sensibilities and talents to all aspects of the position to creatively and effectively direct resources, projects, and partnerships to sustainably scale the organization and ensure the Triennial and N+T's existing initiatives achieve measurable impact.

## KEY BEHAVIORS:

Big-picture, innovative thinker.

- Driven and proactive problem-solver; self-directed and takes initiative.
- Flexible and diplomatic; operates with tact in a rapidly shifting environment.
- Enthusiastically involves others and communicates adeptly in a culture of change.
- Effectively manages diverse teams to maximize the potential of individuals and N+T.
- Committed to building greater equity and inclusivity in the arts.

## PRIMARY RESPONSIBILITIES:

- Oversee the development of the city-wide Public Art Triennial and help bring together important stakeholders – community leaders, partners, governmental and cultural institutions, outside resources - to help drive successful implementation of the inaugural event.
- Co-lead, with the Executive Director and Board, an annual review of the Strategic Plan, *The Journey To Open*, created in 2021. With department heads, develop measurable quarterly outcomes and manage quarterly reports.
- Develop and manage an annual Operations Plan that ties department plans to strategic imperatives (e.g., financial health, organizing for greater equity, and growth), which include but are not limited to:
  - Standardizing tracked metrics for the Triennial, Signature Projects, and other initiatives including the Public Arts Lot Lab and Accelerator programs.
  - Increasing racial, gender, sexual, and physical diversity among Staff and Subcontractors.
  - Overseeing employee performance and job satisfaction.
- Manage financial controls with Operations Manager and CFO and provide cash flow projections for ED and Board.
- Manage three departments: Project Management; Engagement/Events/Partnerships; and Communications in the successful execution of 1-3 Signature Projects annually and the Triennial.
- Manage human resources with department heads, including but not limited to hiring, onboarding, performance development, performance management, and offboarding.
- Manage Operations Manager, CFO, interns, and other part-time contractors required for operations and/or special projects as needed.

## QUALIFICATIONS:

- 10+ years of work experience with a proven background in executive leadership, operations, and team management with proven results in designing and executing annual operations and management plans that motivate team members and volunteers.
- Hands-on experience designing and managing complex program delivery systems (e.g. events, products, services) with previous festival or high-profile live event experience a plus.
- A demonstrated commitment to furthering diversity and equity in the arts and in the workplace.
- Skills and proven results in managing an annual budget of or greater than \$2M.
- Experience with P&L oversight, ideally including non-profit accounting and reporting.
- Excellent verbal and written communication skills matched by superb emotional intelligence, poise, maturity and interpersonal skills (see Key Behaviors).
- Systems experience with Salesforce, Quickbooks, MS Office, and Google Suite.

**HOURS:** This is a full-time, 40-hour/week position in N+T's open floor-plan office with the option for some remote work. Weekend and evening work may be required around Signature Project implementation.

**COMPENSATION AND BENEFITS:** Compensation is \$125,000-\$150,000 and includes unlimited paid vacation (Responsible Vacation Policy), 14 paid holidays, paid sick time, and healthcare and dental benefits. Relocation stipend available.

## HOW TO APPLY

Please send an email with cover letter addressing why you are interested in the role and the top three reasons you are qualified along with your resume, with the **email subject line: Managing Director Interest**, to [pete@theworksnet.com](mailto:pete@theworksnet.com). Resumes without cover letters will not be considered.

All candidates are also encouraged to take an optional and anonymous short diversity survey at <https://bit.ly/NTManagingDirector> which allows us to track our goal of attracting at least 30% candidates of color. Your answers to the questions are 100% anonymous and voluntary. Thank you.