



# Rockefeller Brothers Fund

Philanthropy for an Interdependent World

## Employment Announcement: Operations and Program Services Coordinator

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### About the Fund

Founded in 1940, the Rockefeller Brothers Fund (RBF) advances social change that contributes to a more just, sustainable, and peaceful world. The RBF's grantmaking is organized around three themes: Democratic Practice, Peacebuilding, and Sustainable Development. Though the Fund pursues its three program interests in a variety of geographic contexts, it has identified several specific locations on which to concentrate cross-programmatic attention. The Fund refers to these as "RBF pivotal places": subnational areas, nation-states, or cross-border regions that have special importance with regards to the Fund's substantive concerns and whose future will have disproportionate significance for the future of a surrounding region, an ecosystem, or the world. The Fund currently works in three pivotal places: China, the Western Balkans, and Central America. The Charles E. Culpeper Arts & Culture program, focused on New York, nurtures a vibrant and inclusive arts community in the Fund's home city.

Through its grantmaking, the Fund supports efforts to expand knowledge, clarify values and critical choices, nurture creative expression, and shape public policy. The Fund's programs are intended to develop leaders, strengthen institutions, engage citizens, build community, and foster partnerships that include government, business, and civil society. Respect for cultural diversity and ecological integrity pervades the Fund's activities.

### About The Pocantico Center

Once home to the Rockefeller family, The Pocantico Center's verdant campus in the scenic hills of the Hudson Valley has been host to some of the most influential leaders, thinkers, and creative minds of the last century. Today, Pocantico is the community-facing extension of the Rockefeller Brothers Fund's philanthropic mission to advance social change that contributes to a more just, sustainable, and peaceful world. Through a robust slate of programming—including conferences for nonprofit and policy leaders, artist residencies, tours, performances, and educational programs for the community—Pocantico continues to bring together people from near and far to learn, share, and imagine a better future.

### Position Summary

The Rockefeller Brothers Fund (RBF) seeks an Operations and Program Services Coordinator to provide technical and general support for the [David Rockefeller Creative Arts Center](#) (DRC) which is located on the grounds of [The Pocantico Center](#) in Tarrytown, NY. The DRC is a multipurpose performance, art gallery, and studio/classroom space. The incumbent will be responsible for operating the audio-visual equipment and systems, including lighting, sound, projection, and recording. The Operations and Program Services Coordinator will assist with facility preparation for all events held at the DRC. The incumbent will provide general support services for all visitors/users of the facility.

This position reports to the Manager, Public Programs and Residencies.

The starting salary for this role is \$54,300.

## **Key Responsibilities**

### **Operations**

- Plan, organize, and implement the operation and maintenance of audio-visual equipment at the DRC, including lights and lighting control panels, sound equipment, projectors, curtains and shades, telescopic seating, and other technical systems used during rehearsals, performances, gallery exhibitions, and other programs and events.
- Program sound and lighting equipment, LED/LCD monitors, and other technical systems in advance of events, as necessary.
- Adjust gallery lights and curtains/shades for exhibitions, as needed.
- Troubleshoot and resolve problems with production equipment.
- Monitor the condition of equipment and notify manager of any required repairs or replacements.
- Follow proper safety practices and procedures at all times.
- Record and/or live stream performances, lectures, and other events.
- Work with the Communications team to draft copy for and share digital recordings, images, and other Pocantico content on RBF digital platforms.
- Liaise with vendors accessing the DRC for events and other needs.
- Assist in receiving and coordinating incoming/outgoing shipments of art and exhibition-related equipment and supplies to/from the gallery.

### **Guest Services**

- Greet guests while maintaining professional rapport, and respond to guest inquiries as they arise.
- Orient artist residents, performers, and other visitors to the facilities available in the building.
- Provide all other guest services, as required, to DRC visitors/users, including artists-in-residence, conference participants, the public, and others. Track gallery attendance and monitor the gallery space when visitors are present.
- Attend to safety and precautionary measures and report matters as they arise.
- Assist with DRC facility set-ups for rehearsals, performances, gallery events, meetings, etc.
- Keep the Director of Conferences and Administrations and/or Manager of Public Programs apprised of all relevant issues that may arise during events at the DRC.
- Perform other related duties as requested by the Manager of Public Programs and Residencies.

### **Skills and Abilities**

- Knowledge of:
  - Operational characteristics and techniques used in theatre production lighting and sound.
  - Principles and practices of theatre sound engineering and stage lighting.
  - Lighting and sound equipment (mixers, lighting boards, etc.), set-up, operation, and troubleshooting.
- Experience coordinating rehearsals and performances with safety protocols in mind.
- Experience in a theater or performing arts venue is strongly preferred.

- Ability to safely climb ladders and move, lift, carry, push, or pull moderate to heavy items, as needed.
- Tolerance for noise, dust, and electrical energy exposure.
- Ability to work long hours and maintain a flexible schedule; weekend and/or evening hours will be routinely required.
- Experience with social media, live streaming, and basic video editing.
- Effective verbal and written communication skills.
- Strong interpersonal skills, including the ability to be consistently diplomatic, tactful, and professional and comfort liaising with all levels of staff, trustees, artists, guests and high-profile visitors, and other external parties.
- Experience working in a public-facing or visitor services role preferred.
- Ability to prioritize, work under pressure, and independently multiple tasks and projects with flexibility and attention to detail.
- Spanish language proficiency is strongly preferred.

## Education, Experience, and Knowledge

- Associate's degree and three years of experience in a relevant field, or Bachelor's degree and two years of experience.

## Expectations of All Positions

Each employee is expected to:

- Understand and support the philanthropic mission of the RBF.
- Respect and value those who partner with or request assistance from the RBF.
- Manage the resources of the RBF in a manner that maximizes the funds available for charitable activity.
- Advance diversity, equity, and inclusion efforts in core responsibilities and institution-wide efforts.
- Respect the contribution of each employee of the RBF and support colleagues in fulfilling their individual responsibilities.
- Appreciate differences in perspectives and points of view and work collaboratively with colleagues toward shared goals and objectives.
- Commit time to RBF activities and conversations that strengthen the Fund's culture and improve its effectiveness opportunity in all work relationships.

## Application Process

The Rockefeller Brothers Fund is an equal opportunity employer and invites applications from candidates regardless of race, gender, national origin, sexual orientation, age, disability, or religion. The RBF is committed to becoming an anti-racist and anti-sexist institution ([read more here](#)). We offer a competitive salary based on the responsibilities of the role, a generous benefits package, and a pleasant work environment.

This role is expected to report to work at The Pocantico Center (**200 Lake Road, Tarrytown, NY**), unless noted otherwise.

To apply, please send a cover letter explaining your interest in the position and qualifications along with a resume to [recruiting@rbf.org](mailto:recruiting@rbf.org) and include *Operations and Program Services Coordinator* in the subject line of your email. No telephone or fax inquiries, please. Application deadline is **April 22, 2022**.

For additional information please visit our website at [www.rbf.org](http://www.rbf.org).