

CREATIVETIME

EXECUTIVE COORDINATOR

(Hybrid, New York, NY)

ABOUT THE ROLE

Are you a creator of calm, conductor of calendars, an administrative artist? If your creative practice is an inbox flawlessly cleared, a perfectly executed board meeting, and a meeting schedule that actually makes sense, you might just be our next Executive Coordinator. Come work with Creative Time's executive leadership, donors, artists, and staff to play a critical role in making this non-profit tick.

Creative Time, New York City's veteran and vanguard public arts presenter, seeks an Executive Coordinator to provide administrative support to the Executive Director (ED) and work collaboratively with the Deputy Director (DD) and senior leadership to provide critical cross-departmental administrative and operational support for the organization.

This position is primarily an administrative position, designed to provide foundational support to organizational leadership, responsible for ensuring efficient coordination of the ED's day-to-day operations and long-term milestones. These responsibilities may include managing calendar(s), creating administrative systems, preparing for presentations and organizing meetings, and keeping track of key relationships, timelines and deliverables. The Executive Coordinator will work with the broader team on organizational initiatives, events and office management, as well as play a key role in seasonal internship programs.

The ideal candidate is self-motivated, organized, and discrete, and possesses the ability to multitask while maintaining close attention to detail. The Executive Coordinator should be a proactive problem solver, seeking clarity around expectations and priorities, and meeting deadlines with minimal supervision. Strong interpersonal and communication skills are key. Past experience supporting an executive leader and working with a board or donors is a plus.

RESPONSIBILITIES

Responsibilities include, but are not limited to:

Executive and Development

- Maintain the ED's meeting calendar, travel and travel itineraries, and expense reports
- Support ED in maintaining internal and external communication (including with board, supporters, partners, and artists).

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- Coordinate internal and external meetings—including CT Board and sub-committee meetings. Responsibilities include: scheduling, meeting prep and agendas, meeting logistics, meeting decks and presentations, remarks, notetaking, and following up on action items.
- Track key development relationships and goals for individual cultivation, foundations, and sponsorships, and work collaboratively with the ED and Development team on mail merges and individual outreach

Operations and Office Management

- Working with Deputy Director, maintain operational best practices and manuals
- Work with Deputy Director to liaise between building management, building coop board, and Creative Time staff
- Troubleshoot IT and maintenance issues, working with Deputy Director, external consultants, and building management
- Ensure office supplies are stocked and organized

Organization-Wide Collaboration and Initiatives

- Manage the organization's general info email account, and serve as the organization's primary contact for general inquiries
- Coordinate meeting set-up, agendas and action items for weekly all-staff meetings
- Work with Executive Director and Deputy Director to organize team retreats, produce staff celebrations and events, and identify team building opportunities
- Coordinate Spring, Summer, and Fall internship programs and partnerships, liaising with partner organizations, leading intern recruitment process, establishing internship goals in collaboration with CT supervisors, including the final internship project.
- Plan events for both staff and board, from artist studio visits to retreats

WHAT WE'RE LOOKING FOR

- Highly organized and motivated team player with an interest in contemporary/public art
- 3-7 years professional experience in an administrative role supporting senior-level staff; development experience is a plus
- Strong writing, email, and time management skills
- Commitment to accuracy and detail, and experience with setting up and utilizing administrative systems, task management, mail merges, and tracking systems
- Comfort with juggling multiple projects and prioritizing workload
- Strong interpersonal and communication skills, and ability to exercise judgment and discretion with artists, board, and donors
- Occasional long hours required, including late evenings and weekends during events and projects.
- Proficient in Google Workspace and Salesforce, or similar CRM software

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COMPENSATION

This is a full-time, permanent position with a salary of \$60,000 - \$70,000, depending on experience. The organization offers generous holiday and time-off benefits to all employees with medical, dental, and vision benefits (100% of the employee's portion is covered) and 403(b) participation available upon start.

LOCATION

This hybrid position works Monday through Friday, 10am-6pm, with the ability to work from home on Mondays and Fridays. Tuesdays through Thursdays are in-office days at our East Village Manhattan office. This position requires the ability and willingness to work occasional evenings and weekends to attend fundraising events.

HOW TO APPLY

Interested and qualified candidates should submit: a) a cover letter that answers the questions below; b) a resume detailing your relevant background and skills; and c) two reference contacts.

1. Briefly introduce yourself.
2. Describe how you are a good fit for what Creative Time is looking for in an Executive Coordinator. Please address the following qualities we're looking for in a candidate:
 - a. Experience with setting up and utilizing administrative systems, task management, mail merges, and tracking systems
 - b. Strong interpersonal and communication skills, and ability to exercise judgment and discretion with artists, board, and donors
 - c. Experience supporting senior-level leaders
3. How have your past experiences prepared you for the role of Executive Coordinator?
4. Why do you want to work at Creative Time?
5. Please describe if and how you may have used AI in your application.

Email materials as a single PDF document to jobs@creativetime.org with the subject line: "2026 Executive Coordinator." Incomplete applications will not be considered. No calls please.

Creative Time is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion or creed, gender, gender identity or expression, familial status, sexual orientation, disability, national origin, ability, age, arrest or pre-employment conviction record, or military status.

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Our work at Creative Time is inherently political, social, and invested in the global justice movements of our time. It is also fun, experimental, and often very delightful. We value individuals who embody those values, backgrounds, and lived experience.

DEADLINE

Applications will be considered on a rolling basis, with a priority deadline of August 3, 2026, and a final deadline of August 21, 2026. Candidates are encouraged to apply immediately in order to receive the fullest possible consideration.

TIMELINE

Shortlisted candidates will be contacted in mid-August, with interviews scheduled in late August and September. Anticipated start date is early October.

ABOUT CREATIVE TIME

Since 1974, Creative Time has commissioned and presented over 350 ambitious public art projects in partnership with thousands of artists and organizations throughout New York City, across the country, around the world—and even in outer space. Its work is guided by three core values: art matters, artists' voices are important in shaping society, and public spaces are places for creative and free expression.

Creative Time is acclaimed for the innovative and meaningful projects it has commissioned, from *Tribute in Light* (2002), the twin beacons of light that illuminate lower Manhattan annually on the anniversary of 9/11, to Kara Walker's powerful sugar-sphinx, *A Subtlety*, at the Domino Sugar Factory (2014), Pedro Reyes's *Doomocracy* (2016), a theatrical haunted house of political nightmares at the Brooklyn Army Terminal, Chloë Bass's *If you hear something, free something* (2025), a sound work in MTA subway stations throughout NYC, and so much more. Though based in New York City, Creative Time touches millions, both nationally and internationally, through initiatives like the Creative Time Summit, which has been presented in a variety of locations including Venice, Stockholm, Washington, D.C., and Miami. Creative Time is committed to presenting important art for our times and engaging broad audiences that transcend geographic, racial, and socioeconomic barriers.