

CITY UNIVERSITY OF NEW YORK – JOB VACANCY NOTICE

JOB TITLE	Performing Arts Center Director (HEO)
JOB ID	32117
LOCATION	Queensborough CC
REGULAR / TEMPORARY	Regular

POSITION DETAILS

Established in 1959, [Queensborough Community College](#) (QCC) is a public community college in Bayside, New York, with a student body of more than 12,000 students. The 37-acre campus supports an integrated learning academic experience balanced by a collegiate atmosphere incorporating educational and extracurricular facilities. QCC houses three Campus Cultural Centers, including The Harriet and Kenneth Kupferberg Holocaust Center, The QCC Art Gallery, and Queensborough Performing Arts Center.

[Queensborough Performing Arts Center](#) (QPAC) serves as a vital cultural hub for one of the most diverse counties in the nation. Founded in 1963 and guided by its mission to provide accessible and affordable world-class entertainment, QPAC curates inclusive, multicultural programming that reflects the rich diversity of Queens. The Center is committed to presenting performances of the highest artistic quality while ensuring that students, families, and community members can experience the arts without barriers. As both a public cultural institution and an academic resource, QPAC functions as a dynamic learning laboratory for Queensborough Community College students. Through exposure to live performance, hands-on opportunities, and curricular integration, the Center advances the College's broader mission to enrich the educational experience through the arts. Each year, QPAC engages approximately 95,000 individuals, including more than 45,000 children, underscoring its role as a major provider of arts access for young people across the region.

QPAC's programming spans music, dance, theater, comedy, and family entertainment, with a strong emphasis on multicultural and community centered work. Its performances celebrate global traditions and contemporary voices, ensuring that audiences see their own cultures represented on stage. This dedication to inclusivity, education, and artistic excellence positions QPAC as a cornerstone of cultural life in Queens and a vital contributor to the borough's creative and civic vibrancy. Past programs included Tony Danza – Standard and Stories, The Something Special Big Band – a swing and jazz band, and Soul to Soul – a Kupferberg Holocaust Center Benefit. Upcoming events include The Electric Light Orchestra Experience, The Seven Wonders – a Tribute to Fleetwood Mac, Seussical, and 512 – The Selena Experience. QPAC has several cultural partnerships, including The Ontario Society of Queens, The Paper Bag Players, and SF Entertainment. QPAC also features The Children's Book Club and Performance Series through Arts On Stage in weekday offerings in a learning laboratory format.

Between 2019 and 2023, QPAC underwent a large-scale 15,000 square foot renovation to accommodate individuals with disabilities, as well as to improve the lobby, auditorium acoustics, seating, elevators, and restrooms. The 790-seat facility features an innovative space equipped with state-of-the-art sound, lighting, and a limited amount of flexible seating. QPAC has two full-time employees and two part-time employees, and there is also a rotating per diem group of house managers and stagehands. Direct reports for the Director number 14. The operating budget for the fiscal year ending June 30, 2025, is \$400,000.

As a senior leader within Queensborough Community College, the Performing Arts Center Director will guide the strategic direction, artistic vision, and operational success of QPAC. The Director will oversee all aspects of QPAC's day-to-day operations, including organizational development, program planning, staff leadership, and revenue generation, ensuring that QPAC remains artistically vibrant, financially resilient, and aligned with QCC's educational and community service goals.

The Director will bring a strong artistic vision to QPAC by curating innovative, multicultural programming that serves students, families, and community members across the borough. They will manage financial planning, budgeting, and reporting; cultivate relationships with donors, sponsors, and external partners; and ensure that QPAC's performances and programs meet the highest professional standards. As a key representative of QCC, the Director will strengthen QPAC's visibility, expand its audience base, and foster meaningful partnerships with academic departments, community organizations, and local businesses.

The Director will champion a collaborative, student-centered culture that integrates the arts into the learning experience, positioning QPAC as both a premier cultural institution and a dynamic educational resource. They will supervise staff, oversee facility operations, manage QCC's rental program, and advance the use of technology to support ticketing, scheduling, and financial tracking. Through strategic leadership, operational excellence, and a deep commitment to inclusive programming, the Director will ensure that QPAC continues to serve as a cultural cornerstone for QCC and the broader Queens community.

Working Conditions

This is a full-time, exempt position within the Higher Education Officer title series. The role requires regular onsite responsibilities at Queensborough Community College, with frequent evening and weekend hours to support performances, events, rentals, and community activities. The Director will work in a fast-paced environment that involves regular use of standard office technology, digital communication platforms, and event management systems. The position requires the ability to move throughout performance and event spaces, interact with artists, patrons, and staff, and oversee activities across multiple venues as needed.

Responsibilities and Expectations

- Organizational Leadership and Strategy
- Provide executive leadership to advance the image, scope, and diversity of QPAC's professional performing arts series, strengthening its role on campus and within the broader Queens community.
- Manage relationships between QPAC and academic and administrative departments to integrate the arts into the student learning experience.
- Collaborate closely with academic performing arts programs to coordinate program-specific scheduling of student performances and to support their needs within QPAC spaces.
- Cultivate partnerships with community organizations, local businesses, and external stakeholders to expand QPAC's reach and impact.
- Represent QPAC at public events and serve as an advocate for the performing arts with government agencies, community groups, and arts organizations.
- Lead organizational development initiatives that support growth, operational excellence, and long term sustainability.
- Embrace other organizational leadership and strategy responsibilities as needed.

Programming, Marketing, and Community Engagement

- Plan, schedule, and present a rich array of professional performances that educate, enrich, and entertain audiences of all ages and backgrounds, including programming for the deaf and hard of hearing.
- Negotiate contracts, secure artists, and manage all aspects of event booking and production.
- Develop and implement creative, cost-effective marketing strategies in collaboration with QCC's Marketing Office to expand QPAC's audience base and strengthen brand visibility.
- Coordinate publicity, advertising, and donor-focused communications to support audience development and fundraising initiatives.
- Provide programming that fulfills QCC's community service mission and reflects the cultural diversity of Queens.
- Create and manage a volunteer corps to support program delivery and enhance patron experience.
- Embrace other programming, marketing, and community engagement responsibilities as needed.

Finance, Business Operations, and Risk Management

- Develop QPAC's annual budget and oversee financial operations, including monthly reporting, projections, cash flow management, capital spending, and expenditure approvals.
- Manage revenue targets and financial plans consistent with best practices in the nonprofit and public sectors.
- Oversee the administration of the Professional Performing Arts Series, ensuring operational efficiency and fiscal responsibility.
- Manage QCC's facilities rental program, generating more than \$150,000 in annual revenue.
- Advance the use of technology to support event scheduling, ticket sales, and financial tracking.
- Ensure that the facility is maintained to professional standards, providing a safe and welcoming environment for staff, artists, and patrons.
- Embrace other finance, business operations, and risk management responsibilities as needed.

Fundraising, External Relations, and Institutional Advancement

- Partner with fundraising staff to support QCC's development initiatives and promote QPAC's role within the broader fundraising campaign.
- Build and sustain relationships with donors, sponsors, foundations, corporate partners, and community representatives to secure financial support for QPAC's programs.
- Serve as a visible ambassador for QPAC, strengthening its reputation and fostering trust across stakeholder groups.
- Embrace other fundraising and external relations responsibilities as needed.

Staff Leadership and Operational Management

- Hire, train, supervise, and evaluate QPAC staff to ensure operational excellence and a professional, collaborative work environment.
- Oversee day-to-day operations, ensuring smooth execution of performances, events, and administrative functions.
- Promote a workplace culture grounded in respect, accountability, and shared purpose.
- Embrace other staff leadership and operational management responsibilities as needed.

CUNY is an equal opportunity employer, is committed to increasing the diversity of its workforce and is dedicated to recruiting and retaining professionals who share the College's commitment to equity. It welcomes nominations of, and applications from members of protected groups including minorities, women, veterans and individuals with disabilities, as well as others who would bring additional perspectives to the university's mission. Candidates with demonstrated commitment to diversity and inclusiveness through their research, teaching and/or service are also encouraged to apply. One of Queensborough Community College's greatest strengths, and a necessary element of excellence, is the diversity of our community. We strive to attract and nurture a talented and diverse faculty and staff that proudly reflect the unique character of the local Queens community, the most diverse county in the United States.

QUALIFICATIONS

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

Preferred Qualifications:

- Experience in managing Performing Arts Centers, theaters, campus facility rentals, and experience in strategic planning, organizational growth, and mission-aligned leadership.
- Substantial leadership experience in arts administration, venue management, or cultural programming within a nonprofit, public, or educational environment.
- A strong record of revenue generation, strategic program development, and the evolution of both existing and new initiatives.
- Experience in marketing, audience development, and social networking strategies is essential, along with the ability to cultivate and sustain relationships with donors, sponsors, community partners, and theatrical management agencies.
- Excellent communication skills and the ability to work effectively with colleagues, faculty, staff, students, artists, audiences, volunteers, and community stakeholders.
- Supervisory experience with both paid staff and volunteers, the ability to manage multiple budgets, oversee complex operations, and perform effectively under pressure.
- Experience working within an educational institution, especially working with Performing Arts Departments to schedule student-specific performances.
- Familiarity with the Queens community and established relationships with local business and civic leaders.

CUNY TITLE OVERVIEW

Plans, directs, and markets Performing Arts Center/Theatre programs and presentations at other venues throughout a College or Unit.

- Works with senior management to create a vision and strategy for performing arts
- Brings artistic vision to the organization by planning and presenting innovative and successful programming
- Develops and implements creative and cost-effective marketing plans to attract both program sponsors and audiences
- Manages revenue targets and financial plans, reporting on financial operations consistent with best practices in the not-for-profit/public sectors

- Provides programming to fulfill the community service mission of the College or Unit
- Manages relationships between the center and College academic and administrative departments
- Cultivates relationships with external customers
- Hires, trains, and manages Center staff
- Performs related duties as assigned.

CUNY TITLE

Higher Education Officer

FLSA

Exempt

COMPENSATION AND BENEFITS

Salary range: \$136,546 – \$155,388, 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.

HOW TO APPLY

Visit www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select "Apply Now" and provide the requested information.

Candidates must provide a resume and cover letter.

For inquiries, please email QPAC@ArtsConsulting.com.

CLOSING DATE

Open until filled with review of applicants to begin immediately.