

JOB DESCRIPTION

Title:	Program Coordinator (Part-Time)
Department:	Education
Organization:	Helen Frankenthaler Foundation
Reports to:	Manager of Educational Initiatives
Direct Reports:	None
Status:	Part-time, term-limited
Dates:	April 1–August 14, 2026
Schedule:	Apr 1–May 22: 2 days/week; May 26–Aug 14: 3 days/week (Mondays required)
FLSA:	Non-Exempt
Compensation:	\$35/hour
Location:	Hybrid; offices located in Manhattan (New York, NY 10001); regular local travel
Travel:	Anticipated local travel for site visits

About the Helen Frankenthaler Foundation

Established and endowed by Helen Frankenthaler during her lifetime, the Helen Frankenthaler Foundation is dedicated to supporting the visual arts through a range of philanthropic, educational, and research initiatives. Since becoming active in 2013, the Foundation has continued to expand its program strategically, launching groundbreaking initiatives and partnerships that sustain the field and foster systemic change. As a primary resource on the artist and a steward of her collection and archive, the Foundation advances Frankenthaler’s legacy and broadens the reach of her work through exhibitions, publications, and programs that convey the enduring relevancy and dynamism of the artist’s creative vision.

Program Overview

In 2026, the Foundation will support the coordination of a nine-week summer internship program based in the greater New York City area, produced in collaboration with several peer artist foundations. The program offers paid internships for undergraduate students and recent graduates in the visual arts and related humanities fields, emphasizing experiential learning, mentorship, and professional development through hands-on projects, site visits, and cohort-based engagement. Internship projects include archival and collections research, curatorial and publishing work, and public-facing initiatives, providing insight into how artist legacies are developed and sustained. The 2026 program builds on a national three-year pilot developed by the Aspen Institute’s Artist-Endowed Foundations Initiative (AEFI) and reflects a collaborative, field-centered approach to training a new generation of arts professionals.

Position Overview

Hosted and employed by the Helen Frankenthaler Foundation, the Program Coordinator supports the planning, coordination, and day-to-day execution of a multi-site summer internship program organized in partnership with multiple artist foundations in the greater New York City area. Serving as the primary administrative point of coordination among participating organizations, interns, and external partners, this role ensures that program activities are executed accurately, efficiently, and on schedule, and provides basic budget tracking, invoice processing, and accounting support in coordination with the Foundation’s administrative staff.

Working under the supervision of the Foundation’s Manager of Educational Initiatives, the Program Coordinator manages logistics, communications, scheduling, and documentation, and provides consistent operational support to interns and internship supervisors throughout the program term. The Program Coordinator is a key point of contact for interns and contributes to maintaining a professional, organized, and inclusive learning environment.

This position requires strong organizational skills, close attention to detail, and sound judgment in a fast-moving, student-centered setting, as well as the ability to work collaboratively across institutions with differing schedules, workflows, and operational needs.

Essential Duties and Responsibilities

Program Coordination and Logistics

- Coordinate scheduling and logistics for site visits across program partners.
- Serve as the primary logistical contact with participating organizations, confirming presenters, locations, accessibility needs, and on-site requirements.
- Prepare and distribute agendas and schedules for interns and supervisors.
- Arrange hospitality and manage local or regional travel for site visits, as needed.
- Track program logistics to ensure timely and accurate execution.

Communications and Program Materials

- Maintain organized digital records of schedules, contacts, and program materials.
- Draft, proofread, and distribute clear communications to interns, supervisors, and partners.
- Prepare and circulate background and pre-visit materials for interns.
- Respond to intern inquiries and escalate issues as appropriate.

Budget and Administrative Support

- Track program expenses to align with approved budgets and maintain records for reconciliation.
- Communicate anticipated expenses and budget variances to the Manager of Educational Initiatives.
- Support contract processing and documentation for consultants and vendors.

Intern and Program Support

- Support intern onboarding and participation throughout the program term.
- Serve as a consistent point of contact for interns and internship supervisors.
- Help foster a professional, inclusive, and well-organized cohort experience.

Evaluation and Documentation

- Coordinate program evaluation activities with consultants (e.g., surveys and feedback).
- Assist with compiling participation data and summary materials for internal review.
- Support program documentation and archival recordkeeping for future cohorts.

Additional Responsibilities

- Provide on-site support during program days and site visits, particularly on Mondays.
- Participate in planning meetings with Foundation staff and partner organizations.
- Assist the Foundation's Education Department with related projects, as directed.
- Perform other duties as assigned or needed.

Qualifications

Education and Experience

- Minimum of two years of professional experience in program coordination, arts or nonprofit administration, or a related field, or an equivalent combination of education and experience.
- Experience supporting educational programs, events, or multi-stakeholder initiatives.
- Interest in contemporary art, artist legacies, archives, museums, or arts education.

Skills and Technical Proficiency

- Strong organizational skills and attention to detail, able to manage multiple tasks and deadlines.
- Clear, professional written and verbal communication skills.
- Comfort with standard digital tools for scheduling, communication, budgeting, and file organization.
- Ability to anticipate needs, solve problems proactively, and adapt in a dynamic program environment.

Attributes and Working Style

- Reliable, collaborative, and self-directed working style.
- Professional discretion and ability to work with confidential information.
- Sensitivity to issues of equity, access, and inclusion in educational and professional settings.
- Ability to work effectively with students, colleagues, and external partners across institutions.

Working Conditions

- Position is part-time, taking place Monday through Friday, during office hours (10am–6pm ET).
- Limited hybrid or remote work may be available, subject to supervisor approval.
- Work is primarily performed at a workstation in an office environment.
- Requires occasional kneeling and/or bending to access filing cabinets or stored materials, and local travel to partner sites.

Equal Opportunity Statement

The Helen Frankenthaler Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

How to Apply

Applicants are required to submit a cover letter and resume combined into a single PDF. The file should be named **LastName_FirstName_ProgramCoordinatorApplication.pdf** and sent via email to hr@frankenthalerfoundation.org by **Friday, February 20**. Applications that do not follow these instructions may not be considered.