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Chief Administrative Officer

Job Details

Job Location
Peter Jay Sharp Building - Brooklyn, NY

Position Type
Full-Time

Salary Range
\$275000.00 - \$286000.00 Salary

Job Category
Executive

Description

Brooklyn Academy of Music (BAM) is a multi-disciplinary arts center located in Brooklyn, New York. For more than 150 years, BAM has been the home for adventurous artists,

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and Capital Projects. This is a critical leadership role for a mission-driven, forward-looking leader who can strengthen organizational capacity, steward vital resources, and help

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Strategic Leadership & Organizational Stewardship

- Serve as a trusted advisor to the President, the Board, and the Senior Leadership Team; provide strategic insight on organizational culture; anticipate challenges, navigate sensitive issues and foster an inclusive workplace.
- Align people, processes, and resources to support strategic objectives and long-term sustainability. Oversee the integration of strategic initiatives with financial responsibility, talent development, and operational execution.
- Advise on change management and organizational design, ensuring BAM's strategic initiatives are implemented with attention to human impact, communication, and long-term sustainability. Craft approaches that engage staff, minimize disruption, and advance equity and alignment.
- In collaboration with the Chief Technology Officer (CTO), develop and execute the organization's technology strategy, aligning IT infrastructure, systems, and digital tools with current operations and long-term strategic goals to drive efficiency, innovation, and growth.
- Champion cross-functional digital transformation initiatives, collaborating with the CTO and other senior leaders to modernize workflows, enhance data-driven decision-making, and improve user experience across BAM's digital platform.

Human Resources

- Develop and lead a people strategy aligned with BAM's mission, vision, and strategic goals; partner with senior leadership to ensure the workforce structure, culture, and capabilities support a sustainable organization.
- Oversee recruitment of top talent at all levels; lead initiatives supporting leadership development, performance management, and succession planning.
- Champion learning and development programs that promote internal mobility, continuous growth, and retention.
- Design and manage compensation, benefits, and recognition programs that are competitive, equitable, and aligned with organizational goals; lead workforce planning and organizational design efforts, ensuring roles, teams, and staffing levels are optimized for effectiveness and sustainability.
- Create policies, procedures, and training that ensure compliance with employment laws; oversee employee relations, conflict resolution, and workplace investigations, providing leadership on sensitive and high-impact matters; mitigate organizational risk by ensuring consistent, fair, and legally sound HR practices.
- Oversee all union relationships, including contract negotiations, grievance resolution, and labor-management partnerships, ensuring productive dialogue, compliance with collective bargaining agreements, and alignment with organizational goals.

Facilities & Security Management

- Oversee the strategic planning, operations, and maintenance of BAM's four physical facilities, ensuring they are safe, functional, sustainable, and aligned with organizational needs. This includes long-range capital planning, space utilization, and infrastructure upgrades.
- Lead security strategies and emergency preparedness, developing and implementing protocols that protect people, property, and assets. This includes risk assessment, crisis response planning, and coordination with external agencies as needed.
- Collaborate with senior leadership to align facilities and security planning with organizational growth, culture, and priorities, supporting a safe, welcoming, and mission-

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- Oversee project teams, architects, engineers, and contractors, managing contracts, schedules, risk, and stakeholder communication to ensure transparency, accountability,

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- 10+ years of progressively responsible senior leadership experience in administration, operations, or a related field, ideally within cultural or nonprofit organizations
- Deep knowledge of HR and best operational practices; knowledge of NYC labor laws and unionized environments required
- Expert Excel and analytical skills; able to look at data and see the story behind it
- Excellent communication, negotiation, and problem-solving skills; experienced in managing executive level stakeholders, including board members
- Demonstrated commitment to inclusion and belonging in the arts
- Flexible, open, and capable of thriving in a fast-paced, dynamic environment, and managing multiple projects simultaneously
- Passion for BAM's mission and contemporary performing arts
- Familiarity with the New York arts and cultural landscape preferred
- Ability to follow BAM's hybrid work policy, which currently requires at least two days per week in the office, but is subject to change

Compensation

- The salary for this position is \$275,000-286,000. BAM provides a comprehensive benefits package including medical, dental, and vision insurance, retirement plan opportunities including both 401(k) and pension plans, as well as BAM-related benefits, including access to BAM's fantastic programming.

Working Conditions

- Category 2- Administrative work with walking

Application Instructions:

The Chief Administrative Officer search is being conducted on behalf of BAM by **TOC Arts Partners**, a national consultancy aligning strategies, structures, and leadership toward a thriving cultural sector. The search is being led by Search Consultant Brenna Thomas, in consultation with and support from the TOC Arts Partners search team.

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Applications will be accepted until this role is filled. We encourage you to apply by **October 13, 2025**, for priority consideration. Interviews may begin at any time, and we

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Internal Applicants must apply through [BAM's website](#)

Employees must meet all the following criteria to be considered for an interview:

- Completed at least 1 year of continuous, active service in current position. (Positions excluded include, but are not limited to, temporary assignments, and probationary employees)
- Meet the experience and skills requirements as outlined in the job post
- Be employed in the current position for at least one year
- Performed in a satisfactory manner without any corrective actions in the last 12 months

Brooklyn Academy of Music is an Equal Opportunity Employer. BAM recognizes that historic institutional practices lead to a non-inclusive environment and is working to address diversity and inclusion in all forms. Individuals in BAM are experiencing their own pace during this process, which is not uncommon when addressing power and privilege. The Executive team supports and continues to take part in this process.

Apply Now

Legal First Name*

Legal Last Name*

Email*

Confirm Email*

Phone

 +1 *arrow_drop_down*

(xxx) xxx-xxxx

Attach Resume/CV

Choose File

Choose File

No file chosen

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Email*

Confirm Email*

Phone

+1 *arrow_drop_down*

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Attach Resume/CV

Choose File

Choose File No file chosen

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I confirm that I have read and

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be required by any state or federal law. Any falsification, misrepresentation, or omission, whenever discovered, shall be

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agree that the Brooklyn Academy of Music may use information submitted for recruitment purposes only. Any information provided will not be shared with third parties for non-recruitment purposes, unless legally required to do so.

If hired, my employment with Brooklyn Academy of Music is at-will. This means that I may terminate my employment at any time. Similarly, the company may terminate my employment at any time, with or without cause. I understand that no documents or statements of BAM will constitute a contract of employment that, in any way, limits BAM's right to terminate my employment at will. I further understand that the at will nature of my employment cannot be changed except by a formal written contract by the President, Executive Producer, or a member of the executive team of BAM.

BAM will not, except in the case of a bona fide occupational qualification or need, or as otherwise permitted or required by law, discriminate on the basis of race, color, religious creed, age, sex, marital status, sexual orientation, national origin, ancestry, citizenship status, present or past history of mental disorder, mental retardation, learning disability or physical disability with respect to hiring, compensation, promotion, discharge from employment or other terms and conditions of employment.

If an investigative report is requested, you have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation. By agreeing below, you acknowledge receipt of a copy of the foregoing notice.

A summary of your rights under the Fair Credit Reporting Act can be viewed [here](#).

For New York applicants only, [click here](#) to view a copy of Article 23-A of the New York Correction Law.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances of employment and the answers given by me are true and correct without any mental reservation whatsoever. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

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***Indicates Required Field**

Email*

Confirm Email*

Password*

Verify Password*

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Brooklyn Academy of Music retains the right to verify all information provided by me. In the process of such verification, I fully authorize Brooklyn Academy of Music to contact any person, school, organization, or employer listed to disclose all information necessary to verify information or statements. I release all persons who disclose such information from any liability or damages to me or anyone acting in my name. I waive any written notice of the release of such information that may be required by any state or federal law. Any falsification, misrepresentation, or omission, whenever discovered, shall be considered legitimate and sufficient grounds for dismissal.

The Brooklyn Academy of Music privacy policy applies to all personal information you voluntarily submit to the Brooklyn Academy of Music career website. The type of personal information collected relates to the Brooklyn Academy of Music employment opportunities and may include full legal name, social security number, date of birth, email address, contact information, employment history, skills, references and job preferences. By applying for a position through this website, you agree that the Brooklyn Academy of Music may use information submitted for recruitment purposes only. Any information provided will not be shared with third parties for non-recruitment purposes, unless legally required to do so.

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BAM will not, except in the case of a bona fide occupational qualification or need, or as otherwise permitted or required by law, discriminate on the basis of race, color, religious creed, age, sex, marital status, sexual orientation, national origin, ancestry, citizenship status, present or past history of mental disorder, mental retardation, learning disability or physical disability with respect to hiring, compensation, promotion, discharge from employment or other terms and conditions of employment.

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