

Lit Project Manager

Philadelphia Contemporary seeks a dynamic, focused, race equity-oriented individual to join our team as the **Lit Project Manager**.

Founded in 2016, Philadelphia Contemporary (PC) is a globally oriented and locally focused interdisciplinary contemporary arts organization that engages audiences that reflect the diversity of the City of Philadelphia through original programming, and dynamic partnerships. PC currently produces several interdisciplinary arts programs throughout Philadelphia each year and is in discussions to establish a base in the city along the Delaware River Waterfront.

Job Summary

The Lit Project Manager will facilitate and provide support for the implementation of three projects in 2022: Healing Verse Poetry Line, a year-round phone line dedicated to poetry for mental well-being; The Parlay, a seasonal series of music performances in public spaces in February, April and October; and a party for literary folk during the AWP conference in Philly in late March. The Lit Project Manager will work closely with and report to the Co-Director of Curatorial Programs and Curator of Spoken Word Yolanda Wisher. The Lit Project Manager will be broadly responsible for each project's fiscal and organizational management and will frequently liaise with other Philadelphia Contemporary staff and independent contractors through December 2022. This position is primarily remote but includes a fair amount of in-person tasks, meetings, and events.

Scope of Work

- Healing Verse Poetry Line (January-December): Facilitate collection and organization of submissions. Weekly upload of the featured poem audio to the phone line on Monday mornings at 10am. Monthly download of call-in statistics.
- The Parlay (February, June, October): Locate and book venues for upcoming shows. Submit contracts for approval to the appropriate PC staff and relay documents to the approved venues. Manage communication with artists, vendors, and venues. Support/facilitate events.
- AWP Party (late March): Assist with event flow and floor plan. Coordinate decorations and giveaways. Coordinate a health and safety assessment for the event.
- Meet regularly with the Curator of Spoken Word to ensure that each project's priorities are being achieved in a timely fashion.
- Manage project timelines. Ensure staff and contractors meet deadlines and deliverables.

- Schedule all meetings for the advancement of the projects. Document all meetings (take notes) and distribute the notes to all participants.
- Recruit/hire, orient, and manage vendors and event staff for all projects.
- Coordinate and complete all necessary contracts between vendors, independent contractors and PC for all projects. Collect and file letters of agreement, invoices and W9s.
- Rent equipment and order supplies for all projects.
- Establish and maintain friendly and consistently cooperative working relationships with project partners, external vendors, and participants throughout the entire planning process and implementation of the projects.
- Liaise with PC's marketing and design team to develop outreach and promotional materials and strategies for all projects.
- Manage the project budgets and document all expenses.
- Assist PC's development team with compiling reports for project funders.

Qualifications and Experience

- A minimum of two to three years professional experience with project management in an arts or literary environment.
- A minimum of two years professional experience collaborating with a community partner and/or facilitating community outreach and engagement.
- Experience with innovative event planning and design for both small and large groups.
- Familiarity with multiple social and cultural communities and resources in Philadelphia.
- Experience working with diverse teams and community members in a culturally competent manner.
- Strong writing and verbal communication skills.
- Independent work ethic and exceptional organizational skill.
- Proficiency with task management and scheduling applications as well as Zoom and Google Workspace.
- Proficiency with design applications (InDesign/Photoshop/Adobe Suite/Illustrator).
- High degree of flexibility and adaptability in pursuing multiple priorities.
- Ability to make well-informed and timely decisions.
- Willingness to receive and incorporate feedback.
- Experience and ease with troubleshooting, problem solving, and conflict resolution.
- Access to transportation and hi-speed internet.
- Ability to lift 30lbs.

Schedule & Payment

This position will run from February 2022 through December 2022 and is expected to average 8-10 hours a week (adjusted as needed) across 11 months, not to exceed 440 hours or \$8,800 or \$800 per month. This is an independent contractor position and will not receive healthcare benefits.

To Apply:

Please send your cover letter and resume or curriculum vitae as a single PDF to jobs@philadelphiacontemporary.org with the subject line "Your Name: Lit Project Manager Job." Only applicants being considered will be contacted. Position open until filled. Thank you for your interest in Philadelphia Contemporary.

For more information about Philadelphia Contemporary, please visit <https://www.philadelphiacontemporary.org>

Philadelphia Contemporary is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, sexual orientation, gender identity, age, national origin, religion, veteran, disability, or marital status, or political affiliation.

We embrace the full spectrum of humanity and the intersectional nature of our existence and imaginative energies. We embody diversity in our staff, board, the artists, and partners we work with, and the audiences we attract.