

PHILADELPHIA CONTEMPORARY

Job Title: Philadelphia Contemporary seeking a dynamic, focused, race equity-oriented individual to join our team as *Youth Ambassador Program* 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.

Project Overview: PC is partnering with the Mantua Civic Association (MCA) in West Philadelphia to develop a dynamic and multifaceted approach of integrating the arts and environmental justice into a program targeted towards middle school youth. The *Youth Ambassador Program* is a tangible and hands-on way of engaging youth to work together in a meaningful way to shape their environment while utilizing the power of the arts to make environmental justice issues personal, emotional, and salient while fostering 21st-century skills.

Job Description: The Project Manager will be responsible for the organizational management and coordination of the *Youth Ambassador Program*. Working closely with PC, MCA, and community leaders, the Project Manager will ensure the effective coordination of the program, act as a mentor to youth participants and provide guidance on urban park maintenance and land stewardship at the Melon Street Pocket Park, located at 38th Street and Melon Street. The Project Manager will work closely with and report to PC's Curator of Education Libby Vieira da Cunha.

Scope of work

Work with community partners to successfully execute collaborative youth focused programming.

Park Maintenance: Work with program teachers and partners on land maintenance activities such as taking care of the plants/animals, cleaning the park, ensuring outdoor furniture and materials are in good condition.

Supply Coordination: Coordinate the provision of program-related resources, equipment, and supplies to efficiently and effectively take care of the land and engage in creative activities.

Communication: Offer timely communication about positive and challenging issues that arise at the park to ensure appropriate and timely responses or actions. Attend monthly

team meetings with project stakeholders to relay pertinent program information, lesson plans, and program deliverables.

Participate in program activities including park maintenance, meetings and workshops, planning, evaluation implementation, and other related activities.

Oversee teaching artists and mentor and support youth in the program.

Meet on a regular basis with PC's Curator of Education and partners at MCA to ensure that the program's priorities are being achieved in a timely fashion. Support the Curator of Education in the writing of reports and grants.

The Project Manager will:

- March to April 2022 consult with PC and MCA Youth Ambassador Program teaching artists and community mentors on program development and recruitment.
- From April to August 20 2022, attend programs 3 times a week, Mondays and Wednesdays from 3:30 to 5:30 PM, and Saturdays from 9 AM to 12 noon, ensuring program coordination and management. Attend team meetings with project stakeholders to relay pertinent program information and curriculum, lesson plans, and program deliverables.
- From August 21 to 31, meet with PC's Curator of Education and program partners to synthesize program and discuss recommendations for the next cycle.

Qualifications and Experience:

Youth Development: Understanding of youth development approaches, ability to deliver youth leadership programs, and experience mentoring young people

Strong and demonstrated project and time management skills required

Experience facilitating group discussions and activities with middle or high school students

Background and commitment to social justice, diversity, equity, and inclusion work

Teamwork, flexibility, strong interpersonal and communication skill, dependability, and good judgment

Knowledge of environmental justice and urban park maintenance

Ability to work after school Mondays and Wednesdays, and on Saturday Mornings from April to August, 2022

Successful completion of fingerprint/background check and Valid Driver's license

Schedule

This position is expected to average 16 hours per week (adjusted as needed) across 6 months not to exceed 480 hours for the duration of the project.

This position will run from March 2022 through August 2022. Program development and team meetings will begin in March 2022. In-person instruction with youth ambassadors will occur April to August 2022.

Status and Payment: Contracted temporary, part-time position from March 2022 to August 2022. This position of Project Manager is budgeted at \$10,000 not to exceed 480 hours across the term of the project and at pay not to exceed \$10,000. Extension of position pending funding.

To apply

Please send your cover letter and resume as a single PDF to jobs@philadelphiacontemporary.org with the subject line "Your Name: YAP Project Manager" 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.