

February 7, 2022

**Project Manager for Convalescence (Phase 1)**

Philadelphia Contemporary seeks a motivated, organized, and race equity-oriented individual to manage a collaborative initiative focused on the pursuit of healing as a creative act.

Founded in 2016, Philadelphia Contemporary (PC) is a globally oriented and locally focused interdisciplinary contemporary arts organization engaging audiences that reflect the diversity of the City of Philadelphia through original programming, and dynamic partnerships.

**Position Summary**

Over two years the **Project Manager for Convalescence (Phase 1)** will manage and support the first phase of a creative initiative designed by the artist Pepón Osorio. This effort, supported by the Andrew W. Mellon Foundation and commissioned by Philadelphia Contemporary, will convene a group of audiences and collaborators personally involved in and affected by the vulnerabilities exposed to communities of color due to the inadequacies of the U.S. healthcare system. This project will center on the work of five Philadelphia-based collaborators all of whom are led by a facilitator and the accompanying participation of twenty-five selected families. The project manager is an independent contractor position who will work closely with and report to the Co-Director of Curatorial Programs and Curator of Citywide Initiatives Robert Blackson. Broadly responsible for the first phase of Convalescence's fiscal and organizational management the project manager will frequently liaise with Philadelphia Contemporary staff, Osorio, the project facilitator, and other independent contractors and collaborating organizations through January 2024. This position is primarily remote but will include many in-person tasks, meetings, and events.

## **Scope of Work**

As the project manager you will organize and accomplish the following calendar of activities:

- In consultation with Osorio, Blackson and the project facilitator you will schedule, prepare, and document a series of ten family-led group discussions. These discussions, centered on Haitian, Southeast Asian, Latinx, and African American experiences of healing as a creative act, will be organized by five community collaborators and supported by a lead facilitator.
- Support Osorio and Blackson with the selection and securing of all participants through the creation, administration, and distribution of letters of agreements and communication with all project participants throughout the project. As part of this work, it is expected that the project manager will establish and maintain friendly and consistently cooperative working relationships with all project participants and partners.
- Arrange for the hosting, accommodations, and needs of all partner organizations, venues, participants, and audiences for each of the project's meetings and convenings, these responsibilities include but are not limited to locating and securing venues, distributing invitations, managing attendance, catering, and occasionally the travel of participants.
- Liaise with appropriate Philadelphia Contemporary staff and project participants to draft and complete all necessary paperwork to secure the timely agreements and associated payments to all project participants. Ensure that all project participants are paid in a timely manner for their agreed services.
- Coordinate and communicate health and safety protocols for every meeting to ensure the safety and comfort of all project participants.
- Manage, select, and catalog the documentation of this two-year research process. This documentation will include, but may not be limited to, extensive meetings notes, video, and photography.

- Liaise with Osorio, Blackson, and Philadelphia Contemporary's Director of Storytelling and Digital Strategy in determining the means and messages by which this project is publicly shared and distributed.
- Liaise with Philadelphia Contemporary's Development Associate to ensure that all income and expenditure related to this project is meticulously accounted for and documented in accordance with Philadelphia Contemporary's fiscal management systems.
- Assist, as necessary, Philadelphia Contemporary's Development Team to compile reports and narratives for the project's current and prospective funders.
- Meet with Osorio, Blackson, and other participants (as necessary) on a weekly basis with a prepared agenda to ensure the smooth delivery and preparation of all aspects of this project are being delivered in a timely fashion.

### **Qualifications and Experience**

- Bachelor's degree or equivalent and a minimum of two to three years professional experience with project management in an arts or healthcare environment and 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.
- Some proficiency with design applications such as 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 January 2024 and is expected to average 8 to 10 hours a week (adjusted as needed) across 23 months, not to exceed \$870 per month, or a total of 1000 hours or \$20,000 for the duration of the project. 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](mailto:jobs@philadelphiacontemporary.org) with the subject line "Your Name: Convalescence 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.