

# 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* (YAP) and support the program's arts and environmental justice activities with participating youth. Working closely with PC, MCA, and community leaders, the Project Manager will ensure the effective coordination of all aspects of the program, be a liaison for all teaching artists, act as a mentor to youth participants, and lead land stewardship activities centered at the pocket park, located at 38th and Melon Streets in West Philadelphia. 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 support YAP goals and objectives to successfully execute collaborative youth focused programming.

Schedule and lead weekly meetings with PC's Curator of Education, teaching artists, and partners at MCA to ensure that the program's priorities are being achieved in a timely fashion including relaying pertinent program information, lesson plans, and program deliverables.

Lead land stewardship activities centered at the pocket park, located at 38th and Melon Streets in West Philadelphia, with participating youth.

Act as point of contact for PC, MCA, teaching artists and all community participants and

maintain open channels of communication to address all aspects of the program.

Actively participate in the implementation of the program including creative and arts activities, park maintenance activities such as plant and outdoor furniture care, scheduling, leading, and participating in meetings and workshops, and planning other related program activities.

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

Support the Curator of Education in the writing of reports and grants as needed.

The Project Manager will:

- April 2022: Consult with PC, MCA, YAP teaching artists, and community mentors on program development and recruitment.
- April through August 2022: Support scheduling and leading as needed, and actively participate in team meetings with project stakeholders to relay pertinent program information and curriculum, lesson plans, and program deliverables to ensure the implementation and success of the program.
- May through August 20, 2022: Attend the program on Saturdays from 9:30 AM to 3:30 PM, ensuring program coordination, management, and co-teaching to support youth learning.
- August 21 to 31, 2022: 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

Experience with horticulture and urban park maintenance

Interest in and understanding of the intersection of the arts and environmental justice and ability to provide oversight in weaving these elements together with program partners

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

Ability to work on Saturday from May to August, 2022

Successful completion of fingerprint/background check and valid driver's license

### **Payment**

The position of Youth Ambassador Program Project Manager will run from April 2022 through August 2022 and is expected to average 12 to 15 hours a week (adjusted as needed), not to exceed a payment of \$1,650 per month, or a total of 330 hours and payment of \$8,250 for the duration of the project. This is an independent contractor position and will not receive healthcare benefits. Pending funding, possibility of extension of position.

### **To apply**

Please send your cover letter and resume as a single PDF to [jobs@philadelphiacontemporary.org](mailto: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.