

## Seeking a Project Manager / Operations Director to join a new artist-activist project in Philly.

This project brings together activists and artists through an organizing exchange and quarterly cabaret. The exchange brings artists into a community organizing group for 6 months with coaching on how to leverage their skills to support activist organizing in Philadelphia. The cabaret serves as a launchpad for each organizing exchange, bringing together the organizing group, the artists' community, and others in Philadelphia over a meal and music.

The Project Manager / Operations Director would be a central collaborator, helping develop this program from the ground up. This includes co-crafting the program's scope and impact, assisting with fundraising, creating publicity materials, managing people and resources well, building/maintaining a lean infrastructure, and successfully launching the series. Position would require 5 to 10 hours of work each week. The schedule is flexible, with occasional nights and weekends. Pay is \$30-35/hour.



We are looking for someone who is:

- self-driven, a skillful communicator, and passionate about creating our future world;
- experienced in developing systems, navigating complex challenges, and building something from scratch;
- direct about money and has fundraising experience;
- and interested in a collaborative process where they contribute ideas, expertise, and insight.

This project is part of a larger vision of Culture Work Studios, created by [Matthew Armstead](#), a community organizer, artist, and activist trainer in Philadelphia. Culture Work Studios weaves together artistic worlds and activist training to create transformative experiences where people envision and prepare for our changing future.

The Project Manager position is a commitment until October 2019. The position is also an invitation for a collaborator who may want to become the Operations Director for Culture Work Studios. If a collaborator continues after October, pay and hours would increase according to the growing needs of the work. A great first step to partnership is to try something together.

Interested?

Contact Matthew at [cultureworkstudios@gmail.com](mailto:cultureworkstudios@gmail.com) with questions or an application.

Applications are due April 4 and include (1) a resume/cv, (2) one to two links/summaries of past projects, and (3) a cover letter with relevant past experience, role you are applying for - Project Manager or Operations Director, and what interests you about this project & position.