



## POSITION DESCRIPTION

### *Project Manager - Events & Basic Client Services*

#### **About Shunpike:**

Shunpike's mission is to provide independent arts groups with the services, resources and opportunities they need to forge their own paths to sustainable success. We provide groups with back-office services that strengthen their day-to-day operations, while also offering strategic guidance that leads them toward their long-term goals.

*In November 2017, Shunpike is presenting **A.C.E.S.: Artists of Color Expo and Symposium\***, in partnership with Seattle Center, 4Culture, ArtsWA, Office of Arts and Culture, SPoCS, and Artist Trust. This 3-day event will focus on both the strengths and the needs of the region's creative communities, with the goal to inform, inspire and create new opportunities for Washington's independent artists of color. (\*originally: Washington Independent Artists of Color Expo and Symposium).*

#### **About the Role:**

Reporting to the Executive Director, the **Project Manager - Events & Basic Client Services** works primarily to manage and coordinate all aspects of Shunpike's larger strategic events, and will in 2017 spearhead A.C.E.S., being responsible for seeing the event through to its successful completion; also works as part of a team to provide support to Shunpike's programs and services for artists and arts groups (currently including: Fiscal Sponsorship Service, Arts Business Clinics, Grants Review Service). This position involves a great deal of artist, vendor and stakeholder liaison and is central to Shunpike's engagement with the community.

**Position Responsibilities:** Working as part of a small team, the **Project Manager - Events & Basic Client Services** is responsible for -

#### **Events:**

- Managing and coordinating all fundraising, planning and production work in connection with A.C.E.S.
- Working with Shunpike's Executive Director to maintain budgets, timelines, and fundraising strategies for A.C.E.S., and as scheduling and budgets permit, other events and future (post-A.C.E.S.) special events.
- Liaising with current A.C.E.S. partners, and potential collaborators and participants throughout Washington State and nationally.
- Actively seeking out and collaborating with independent artists and communities of color, to ensure relevant programming and participation for A.C.E.S.
- Facilitating the work of Shunpike's Board of Trustees, Racial Equity Task Force, and other volunteers in connection with A.C.E.S., to ensure program alignment with Shunpike's Strategic Plan.

#### **Basic Client Services:**

- Responding to inquiries from Shunpike basic services clients regarding a range of arts business matters including, but not limited to: basic grants management, fundraising and special events, donor acknowledgement.
- Working with Shunpike's Finance Manager to process client deposits and check requests in preparation for entry into Shunpike's financial accounting software, report on client fund balances, and review and distribute financial reports on behalf of clients. The Project Manager will at times be required to perform this work independently.



#### **In general:**

- Working with Shunpike's Marketing & Development Coordinator to promote and execute Shunpike's programs and services.
- Working collegially and effectively with other employees and clients in a small office environment.
- Participating as needed in arts and non-profit sector meetings and gatherings, during and outside of normal business hours, on behalf of Shunpike.
- Working off-site when needed, as directed by the Executive Director. Employee must be able to drive to meetings and other work-related functions and events, if necessary.
- Working at assigned start and stop times, during and outside regular business hours as necessary, with punctual and reliable attendance.
- Other duties as directed by the Executive Director.

#### **About You:**

- You are passionate as well as pragmatic about issues of social justice and racial equity, and have a strong belief in the creative sector as a positive and unifying agent for change.
- You have a Bachelor's Degree (or work experience equivalent) and at least 2 years experience working in a non-profit arts context, as an events producer and/or arts administrator/manager.
- You are financially literate, and have a basic understanding of budgeting, accounting, and handling cash.
- You are personable and patient, have a cheerful disposition, a great sense of humor, and you're able to operate and respond in a rapid-fire environment while still remaining cool, calm and collected.
- You are a highly organized, multi-tasking, time-management whiz.
- Though a natural collaborator and loyal team player, you can manage responsibilities independently and are self-motivated to use your creativity, tenacity and savvy to solve problems as they arise.
- You are proficient with Word and Excel, experienced with a variety of web-based software and social media platforms, and have previous experience with information technology systems.
- You have an eye for detail, excellent verbal and written communication skills and a high degree of discretion and professionalism.
- If A.C.E.S. was a football game, you'd be the quarterback.

**Preferred Experience:** Candidates who are comfortable in a Mac environment and with Salesforce experience are preferred.

**Employment Status:** 20 hours /week, minimum 2 days in office. Detailed schedule TBD. Core office hours are 10am – 6pm. Some weekend and evening work is required.

**Remuneration:** \$20/hr; ORCA Card; pro-rated PTO and HOLIDAY PAY.

**To Apply:** send cover letter and resume to [info@shunpike.org](mailto:info@shunpike.org); preference given to applications received by 3/31/2017.

Shunpike is an Equal Opportunity Employer. Employment policies and programs are nondiscriminatory in regard to race, gender, religion, age, national origin, disability, veteran status or sexual orientation. People of color are encouraged to apply.