



## **38<sup>th</sup> and Chicago Creative POP-UP Coordinator**

**TITLE:** 38<sup>th</sup> and Chicago Creative POP-UP Coordinator  
**TYPE:** Independent Contractor  
**REPORTS TO:** 38<sup>th</sup> & Chicago Business Association  
**TIME PERIOD:** December 15, 2014 – July 31, 2015 (Not to Exceed 140 Hours)

### **SUMMARY:**

The 38<sup>th</sup> & Chicago Business Association seeks a dynamic, creative individual to manage its Creative POP-UP project. Ideal candidates will have demonstrable experience with successful project management, arts and/or community-based initiatives and event promotion.

Project Goals include: Increasing traffic to vacant or surplus spaces to build interest in the 38<sup>th</sup> and Chicago Arts District as an appealing location for commercial or nonprofit development; promoting local artists; and serving as a welcome ambassador for artists, developers and visitors.

The Coordinator Position will manage two-three Pop-Up projects, including securing locations, supporting artists and arts projects, event promotion and marketing, project budget management and follow-up. The activities will begin December 2014, and be completed in conjunction with the annual 38<sup>th</sup> and Chicago BBQ and Music Festival the summer of 2015. The Coordinator Position reports to the 38<sup>th</sup> & Chicago Business Association.

### **CORE CONTRACTED FUNCTIONS/SERVICES:**

- Coordinate with the 38<sup>th</sup> and Chicago BA and the four neighborhood organizations representing Bryant, Bancroft, Central, and Powderhorn Park neighborhoods.
- Manage the 38<sup>th</sup> & Chicago Creative Pop Up Project, including;
  - o Serve as the liaison between the artists, property owners, the City of Minneapolis, and the business association for the term of the project.
  - o Secure vacant/surplus spaces for pop-up activities.
  - o Outreach to diverse pool of neighborhood artists.
  - o Manage selection/curation process for pop-up artists.
  - o Support artist pop-up projects.
  - o Promote and market pop-up events, with the focus of inviting private, public and nonprofit developers and potential new businesses.
  - o Manage project budget, check requests, artist stipends, etc.
  - o Secure additional resources, supplies, or in-kind support.
  - o Final project report to the business association and City of Minneapolis.

- As directed, attend or submit written reports for the business association's monthly meetings.

## **REQUIREMENTS:**

### Required Skills, Knowledge and Abilities:

- Knowledge of public and community-based arts initiatives and the ability to development appropriate programs, activities in relation the goals of the stakeholders.
- Ability to organize and manage a project, establish clear timeline and objectives.
- Experience promoting/marketing events and activities. Proven track record in high event attendance.
- Knowledge of or experience in the arts.
- Entrepreneurial experience and/or mindset.
- Produce deliverables on time as agreed upon in scope of services.
- Ability to work effectively with and across diverse community stakeholders.
- Effective verbal and written communication skills.

### Preferred Skills, Knowledge and Abilities:

- Connections to artists of diverse disciplines in the four neighborhoods.
- Knowledge (or the ability to quickly learn) of community resources.
- Bi-lingual, Proficiency in Spanish.

## **TERMS:**

- This is a contracted position and is paid a set fee of \$3,500 and not to exceed 140 hours of work.
- Contract is paid in three installments based on the completion of contract services or deliverables as agreed upon by the parties.
- The Coordinator Position reports directly to the 38<sup>th</sup> and Chicago Business Association.

## **CONTACT:**

If you have questions please contact Mike Hoyt (612) 787-3655.

To apply submit the following to [hoytm@puc-mn.org](mailto:hoytm@puc-mn.org) by November 26, 2014

- One-page cover letter stating your interests and qualifications.
- Resume no longer than 2 pages.
- Three references and their contact information.