



# In Search of Project Manager for Scholarship Selection Cycle

<b>Project</b>	Scholarship Coordination
<b>Department(s)</b>	Programs, Marketing, Customer Service
<b>Reports to</b>	Customer Service Manager
<b>Status</b>	Independent Contractor, Temporary
<b>Fee/Stipend</b>	\$2,500, paid in installments TBD

## General Description

Pratt Fine Arts Center seeks a motivated and organized project manager to administer its scholarship selection process. This is an opportunity for an independent contractor beginning immediately and concluding at the close of the scholarship selection process (approximately six months).

The project requires the following: work with staff to finalize annual scholarship descriptions and establish the online application system; work with the Marketing team to promote the scholarship call for applications and other related communications or announcements; manage all incoming applications, juror outreach and scheduling, selection process, and correspondence with applicants.

It is estimated to be a commitment of 3-5 hours per week on average. With the exception of specific meetings with stakeholders, the schedule is highly flexible and much of the work can be accomplished either on-site or remotely.

This is a great opportunity for an artist or art enthusiast who wants to work with a creative community without a full-time, year-round the commitment. Additional contracts may be offered in subsequent years, depending on results.

## Responsibilities

In somewhat chronological order:

- Update/revise Pratt's annual scholarship descriptions
- Provide website copy for Marketing team
- Attend Pratt Education Committee meetings (as needed)
- Work with Studio Managers to identify networks to help promote the opportunities
- Create online submission form(s)
- Issue open call for applications w/firm deadline (target launch = April 2<sup>nd</sup>)
- Troubleshoot/assist applicants during application period
- Solicit jury candidates as needed from Studio Managers
- Confirm jury participants and schedule jury review sessions

- Organize final applications for jury review
- Host/oversee jury review sessions
- Notify applicants of awards and/or rejections
- Provide information on award recipients, including images, to Marketing team for public announcement
- Provide award information to Business and Customer Service staff
- Provide awardees with instructions of how to apply their awards
- Liaise with events coordinator on welcome reception for recipients
- Submit check requests to Accounting for any required stipends for awardees
- Report final results

### **Minimum requirements**

- Project management experience, formal or informal
- Interest in and knowledge of the visual arts community
- Excellent verbal and written communication skills
- Superior organizational skills with high level of accuracy and attention to detail
- Superior customer service and relationship-building skills
- Creative and entrepreneurial approach to challenges
- Proficiency with Microsoft Office Suite
- Good team player with patience, a sense of humor, and a “can-do” optimistic attitude

### **Organization Info**

Founded in 1976, Pratt Fine Art Center is an eclectic, hands-on learning and working environment serving students, hobbyists, and professional artists throughout the Seattle area. Pratt welcomes over 3,500 students and 300 working artists annually in the areas of glassblowing, cast glass, flameworked glass, metal sculpture, bronze casting, stonecarving, jewelry and metalsmithing, woodworking, printmaking, painting and drawing. In total, Pratt classes, exhibitions, lectures and programs touch more than 20,000 people annually.

Pratt Fine Arts Center is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, political affiliation or veteran status in employment, membership or educational programs and activities.

Furthermore, Pratt Fine Arts Center is committed to retaining to a racially diverse team. People of color are encouraged to apply.

### **Application Requirements**

To apply: send a resume and letter of interest to Katie Twiss at [ktwiss@pratt.org](mailto:ktwiss@pratt.org).

### **Application Deadline**

Application deadline: Friday February 16<sup>th</sup>, 2018.