

## Program Manager of Creative Economy

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*The Cultural Office of the Pikes Peak Region is a nonprofit local arts agency committed to building a thriving community united by creativity in El Paso and Teller counties of Colorado.*

*The Cultural Office of the Pikes Peak Region is a champion of activities, programs and philosophies that break down barriers to the arts, respect risk-taking and artistic freedom, enhance our community's unique identity, commit to excellence and education, and, importantly, are genuinely inclusive of all people regardless of race, religion, ethnicity, sexual orientation, gender identity, age, physical/mental abilities, and geography. Candidates who can contribute to our goals of advancing inclusion in the arts are encouraged to apply and to identify their strengths in this area.*

### **DESCRIPTION OF POSITION:**

The Program Manager of Creative Economy supports the vitality of the Pikes Peak region's creative sector as a program manager, researcher, liaison, and local advocate for the arts on economic issues. The Manager will strengthen the Cultural Office's collaboration with diverse chambers of commerce and business initiatives, develop interventions and programs that build capacity for the creative sector, conduct & release research like the Arts & Economic Prosperity Study, and lead the Arts Month campaign each fall. Their efforts will link the creative sector to larger regional initiatives and resources in small business/startup support, economic development, talent attraction & retention, and more. Through this role, the Cultural Office will build a stronger creative economy that empowers artists, creative businesses, cultural nonprofits, and the entire community.

The successful candidate will be energetic, independent, strategic, and dedicated to helping local creatives. A spirit of innovation will help to bring to life this new position. We do not expect any candidate to already be an expert on local creative industries – we are looking for willingness to learn and the core abilities to *become* that local expert. If this job posting inspires you, please apply.

### **REPORTING RELATIONSHIP:**

This position reports to the Executive Director.

### **RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

#### **Cultural Office Program Team**

- **Economic Partnerships:** This position will be a new nerve center, building stronger relationships and resource sharing between the Cultural Office and:
  - Local chambers of commerce
    - Specifically, as part of the Connect COS program led by Colorado Springs Chamber & EDC, this person will help the Arts & Culture Pathway team to represent our vibrant local arts scene as part of workforce attraction and retention.
  - Creative Districts – supporting those in our region officially recognized by the Colorado Creative Industries state program and those aspiring to achieve that status
  - Partners in the creative sector actively focused on economic development, including Avenue Creative Circuit, Artspace, Downtown Ventures, The Meanwhile Block, etc.
  - Agencies and resources serving small business, microbusiness, nonprofits, & entrepreneurs
  - Economic committees, task forces, and initiatives

- **Lifting the Creative Economy:** This position develops and leads short term initiatives and projects to support and raise economic activity for buying art, ticket sales, cultural attractions, venue rentals, etc.
- **Arts Month (July-November):** This position leads the Cultural Office's annual Arts Month campaign during National Arts & Humanities Month in October, now entering its 10<sup>th</sup> year. Arts Month has taken a variety of forms in its history, but moving forward will be primarily a marketing/visibility campaign. Program leadership includes:
  - Coordination of the Arts Month team of contractors who run the marketing, social media, and online campaign September – October.
  - Content management of the ArtsOctober.com website
  - Partnership logistics and strategy
  - Sponsorships
  - Program budget oversight
  - Program evaluation
  - Grant writing & reporting
- **Arts & Economic Prosperity & Other Research:** In 2023, the Cultural Office is wrapping up data collection as a study site for Americans for the Arts' (AFTA) Arts & Economic Prosperity Study (AEP6). This position will work with AFTA and local partners to conclude the research and eventually release the local report from AFTA - online, in print, and through a live community event – in the fall of 2023. After AEP6, this position will oversee at least one research project annually that contributes to the creative sector's self-knowledge and COPPeR's advocacy.
- **LART Subcommittee:** Twice a year (February & June), serves as a panelist for first-round review of applications in the Cultural Vitality category for funding from the Lodging & Automobile Rental Tax (LART) program of the City of Colorado Springs.
- **Convenings:** Responsible for leading 3+ events annually to advance local thought or practice on the theme of creative business development. Events may be professional development workshops, panels, summits, etc. This position will be responsible for content, collaborating with the Engagement Coordinator, who will oversee event logistics.
- Represents the Cultural Office on panels, in media, and at public speaking opportunities as a thought leader on the role of the arts in regional economic growth, workforce development, and more.
- Supports the Executive Director in strategy, content, community presentations, and special initiatives.
- Approves Peak Radar event listings alongside the rest of the staff, as necessary.
- Supports other projects of the Cultural Office, as needed.

### **ALL-STAFF RESPONSIBILITIES**

- We appreciate the arts and participate regularly in local arts & culture in diverse ways.
- We set a leadership standard of excellence for the local creative sector.
- We are a community of learners. We encourage a growth mindset in each other, and we pursue professional development through the time and budget dedicated to each of us by the Cultural Office.
- We seek to listen and engage authentically with each other and the community we serve.
- Each of us demonstrates concretely that we are advancing the first declaration of the Arts Vision 2030 Cultural Plan (also part of the COPPeR Strategic Plan): *We must empower a JUST, INCLUSIVE AND EQUITABLE Pikes Peak region. We commit to holding doors open for one another, including all voices, and advancing historically underrepresented artists, creatives, and audiences in our communities.*

### **STRATEGIC ALIGNMENT:**

Aligns with ADVOCATE and CONVENE goals of the [Cultural Office Strategic Plan](#).

Aligns with [Arts Vision 2030](#) Declaration 3 FUNDING & RESOURCE and Declaration 5 CHAMPION CREATIVE INTERESTS. All positions align with Declaration 1 JUST INCLUSIVE & EQUITABLE.

## **QUALIFICATIONS**

- 5+ years of relevant professional experience
- Excellent writing, editing, and research skills
- Strong public speaking abilities
- Preferred: Existing connections and/or involvement in the local creative community.
- Preferred: Higher education study in business, economics, arts administration, public administration, or organizational development.
- Plus: Proficiency in Spanish or ASL

## **COMPETENCIES:**

- Self-motivated, organized, professional, and adaptable.
- Interpersonal skills to positively work with a wide range of individuals and groups from culturally and geographically diverse communities within our region.
- Ability to meet deadlines, manage multiple tasks simultaneously, prioritize duties, and work independently as well as part of a team.
- Ability to think and work creatively.
- Comfort and competence with technology and the ability to learn and operate office software. Software utilized will include: Microsoft Office, WordPress, Constant Contact

## **MINIMUM PERFORMANCE STANDARDS:**

- All Cultural Office employees are responsible for promoting the mission of the organization and maintaining a voice to advocate passionately for arts & culture – and for the Cultural Office specifically.
- All employees must follow branding and communications standards established for the organization.
- All employees are expected to maintain high standards of productivity, cooperation, attendance, and efficiency, whether working from the office, or remotely when necessary.
- Professional dress and manner are required to maintain a positive public image for the organization and healthy office culture.
- Weekend and evening work duties may occasionally be necessary.
- Reliable transportation to and from the office, and to other community events, is required.

## **PHYSICAL REQUIREMENTS AND FREQUENCY:**

- Requires the use of office equipment, such as computers, telephones, copiers, etc.
- Requires corrected vision and hearing to normal range, as well as speaking on the phone and in public.
- Requires eye-hand coordination and manual dexterity for the completion of work-related tasks.
- Requires prolonged standing and/or sitting.

## **SALARY, HOURS & BENEFITS:**

\$50,000-\$54,000 salary to start, with performance evaluations annually. Exempt.

General work schedule is 9AM-5PM Monday-Friday (in person at the Downtown Colorado Springs Office & Arts Info Space, with flexibility for remote work); evening and weekend work may occasionally be required

Benefits include health insurance, paid holidays, vacation leave, sick leave, and parental leave. Finalists for the position will be given additional details about Cultural Office staff benefits.

## **TO APPLY:**

Applicants should email a 1-page cover letter AND a 1-2 page resume to [info@CulturalOffice.org](mailto:info@CulturalOffice.org). Please note if you are applying for one specific, or both, currently open positions. ***Priority will be given to applications received by April 15. Applications will be accepted until the position is filled.***