

Program Manager of Creative Economy

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 economic vitality of the Pikes Peak region's creative sector as a program manager, liaison, and local advocate. The Manager will strengthen the Cultural Office's collaboration with business agencies and initiatives, build capacity for the creative sector through programs and resources, coordinate research, and lead the Arts Month campaign each October. Through this role, the Cultural Office will help our arts & culture community to thrive and grow.

The successful candidate will bring relevant experience in business skills/business development/economic development and be a patient educator, independent worker, and strategic collaborator. We do not expect a 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 about this intersection. If this job posting inspires you, please apply.

REPORTING RELATIONSHIP:

This position reports to the Executive Director.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- **Educating & Lifting the Creative Sector:**
 - Leads the LEVEL UP! offerings that help creative businesses, nonprofits, and workers to grow. This includes year-round online resources - [Level Up! webpage](#) and [Peak Radar Opportunities Board](#) - and live programs annually to advance local thought or practice about creative business development. These may include professional development workshops, panels, summits, markets, resource fairs, etc.
 - Leads the Pikes Peak Creative Sector Partnership, with support from Pikes Peak Workforce Center (PPWC), the Southern Colorado Better Business Bureau (BBB), and Bee Vradenburg Foundation. A strategy has been developed to make this a new centerpiece of COPPR's creative economy program. Full details will be shared during the interview process.
 - Develops and coordinates occasional, short term "jump starts" to support economic activity in the sector, like the "Buy Creative" campaign during holiday shopping season.
 - Collaborates on specific business needs for cultural tourism development with COPPR's Program Manager for Cultural Promotion & Tourism and connects sector to PeakRadar.com.
- **Economic Partnerships:** Builds stronger relationships and resource sharing with:
 - Local chambers of commerce
 - Economic committees, task forces, and initiatives that intersect with creative industries

- Partners within the sector focused on growth, including Avenue Creative Circuit, Artspace, etc.
- Agencies and resources serving small business, microbusiness, nonprofits, & entrepreneurs, incl: BBB, SBDC, ACHIEVE Committee, Pikes Peak Small Business Alliance (PPSBA), UCCS School of Business, UCCS Economic Forum, Rise Coalition, and more.
- **Arts Month** (July-November): Leads the Cultural Office’s annual Arts Month campaign during National Arts & Humanities Month in October. Program management 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
 - Event planning
 - Sponsorships
 - Budget oversight
 - Program evaluation
- **Research:** This position will coordinate and gather research from a variety of sources to raise awareness of the value and needs of the creative sector. May share relevant data through op-eds and live presentations. Every 5 years, leads the Pikes Peak region’s participation in the Arts & Economic Prosperity study with Americans for the Arts (next in 2027-2028).
- Represents the Cultural Office on panels, in media, and at public speaking opportunities as a thought leader on the role of the arts in economic growth, workforce development, and more.
- Supports the Executive Director in strategy, content, community presentations, and special initiatives.
- 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

- Preferred: Higher education study in business, economics, arts administration, or experience in business ownership/development
- Preferred: Existing connections and/or involvement in the local creative community.
- 3+ years of relevant professional experience
- Strong project management skills
- Confident public speaking abilities
- Excellent writing, editing, and research skills
- 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.
- Comfort and competence with technology and the ability to learn and operate office software. Software utilized will include: Microsoft Office with CoPilot, WordPress, Constant Contact, Zoom

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 conduct 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:

\$60,000 salary to start, with performance evaluations annually. Exempt. General work schedule is 9AM-5PM Monday-Friday (in person at the Downtown Colorado Springs office, 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 resume to info@CulturalOffice.org. *Interviews will begin in early January. Applications will be accepted until the position is filled.*