

## Project Manager Job Description

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**The Angela's Pulse Project Manager is a collaborative role designed to support the vision of the organization and Executive Artistic Director via our performance projects and external engagements with partners and our communities. This collaborator plays a key role in aligning the artistic work with our marketing & storytelling, organizational development and the administrative & financial systems.** It is essential that the Project Manager has clear communication skills with the ability to build rapport with the AP team, collaborators, partners and our communities.

The Project Manager will work closely with Executive Artistic Director, Paloma McGregor and the Creative Producer to execute the projects in a timely manner. Additionally, they will work closely with the Managing Director to align the creative work to the AP budgets and organizational systems. In collaboration with the Marketing & Storytelling Manager, they will lead on the external messages about Angela's Pulse, the work we do and how we engage with our ecosystem.

Angela's Pulse is seeking a co-creator, someone who is responsive, self-directed and excited by organization and emergence. This person is both clear and adaptable, articulating the boundaries of their work and shifting their scope to what best aligns to the vision for organizational thriving. They are committed to collaborative practice that is supported by consistent dialogue and guided by the Angela's Pulse values of being process oriented, collaboration based, community centered, anti-racist and embodied.

***\*Due to the nature of the role and scope of our projects, the Project Manager will need to be based in New York City.***

## Summary of Responsibilities

### Manages

- The activity timelines for Angela's Pulse Projects, supporting the Executive Artistic Director and Creative Producer; including but not limited to setting the plans from creation to delivery, scheduling planning meetings and rehearsals with the AP team and collaborators, leading the activity on the day of events/performances, and liaising with artists and presenters.
- Logistics for all AP and external projects including bookings for travel, lodging and catering, allocating per diem, creating itineraries, artists support, production support, and more in collaboration with the Creative Producer.
- Production and project spending in line with budget allocations; submitting invoices and receipts to the Managing Director, following up on payments with vendors, collaborators, producing partners, etc., and working closely with the Managing Director and Creative Producer to monitor and report changes in the overall budgets.

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### Coordinates

- Production schedules in collaboration with the Executive Artistic Director and Creative Producer.
- Quarterly (more frequently during projects) e-newsletters; working with the Executive Artistic Director and Marketing & Storytelling Manager to align AP storytelling
- Internal and External meetings for the AP Team, minuting and tracking actions when required.

### Collaborates with

- Artists, Venues, Partners and the AP team to streamline the communication of artistic and administrative needs in support of the projects.
- Executive Artistic Director and Creative Producer to plan and book rehearsal schedules, production meetings and creative residencies.
- Managing Director to manage any project or organization costs in line with the overall AP budgets, reporting project budget changes to the Executive Artistic Director and Creative Producer.
- Marketing & Storytelling Manager to promote AP's work within an adequate timeline to increase audience and community engagement, promote AP as a thought leader and highlight voices within the Angela's Pulse ecosystem.
- Executive Artistic Director, Managing Director and Grant Writer to align the creative work with the fundraising strategies, timelines and project budgets.

## Schedule & Payment Proposal

### Timeframe

Dates: January 1 - December 20, 2024

AP Rest Period: August 5 - September 1, 2024; 1 day/week @ \$200/day

Working Days/Hours: 111 days\* allocated across AP Earned Income Projects & General Admin, Dancing While Black and Fishtrap/A'we deh ya

*\*number of days subject to the needs of the projects, additional days determined by acquiring earned income engagements will be contracted via an addendum*

### Fee - \$22,200

Daily Rate: \$200/day