



## Spaceworks Program Director



**The Tacoma-Pierce County Chamber is seeking an enthusiastic Program Director to support the further development of the creative economy. Since 2010, Spaceworks Tacoma has been a joint initiative of the City of Tacoma and the Tacoma-Pierce County Chamber with a focus on business training, public art programming, and support for the creative economy throughout the region. This position continues this work while continuing to expand the role of the creative sector in our economy and supporting the Spaceworks Program mission: Spaceworks makes Tacoma culturally vibrant and economically strong through training and support for artists and creative entrepreneurs.**

The Spaceworks Program is focused on four priorities:

1. Ensure equitable access to physical space to anchor a vibrant creative economy in Tacoma.
2. Provide creatives with the tools, training, and resources to navigate the unique challenges of entrepreneurship.
3. Invest in our local creative economy by employing artists, who have the courage to shape and inspire our communities.
4. Strengthen our administrative systems and marketing to better communicate our values, opportunities, and impacts.

The Program Director will oversee progress on these four priorities. This includes management of the business training program, oversight of the Artscapes public art program, messaging for communications, and more:

- Act as the primary contact for the Spaceworks Tacoma program communicating successes, coordinating with clients, recruiting participants and partners, raising funds, and resolving challenges as they arise.
- Staff the steering committee and respond to directives from the steering committee.
- Coordinate artist and entrepreneur selection including organization of calls, submissions, interviews, panel review, and notification of awards.
- Manage projects to ensure compliance with the contracts, policies, existing condition reports, etc.
- Coordinate business training opportunities.
- Support communications efforts.
- Manage the program budget including managing contracts, contract reporting, and fundraising.
- Manage and support the Spaceworks team.

## **Qualities and Experience**

The ideal candidate is passionate about helping creatives grow as professionals and supporting the regional creative economy. The following roles are critical to the success of this position:

- **Educator:** uses appropriate techniques and strategies to help adults grow in informal learning environments
- **Facilitator:** welcomes and learns from the diverse perspectives and expertise of participants
- **Community Builder:** strengthens the existing creative economy
- **Case Manager:** works one-on-one with participants to help them achieve their individual goals, connecting them with the tools and resources they need to succeed
- **Entrepreneur:** understands the hopes, dreams, fears, and realities of being an entrepreneur

Providing business training to creative entrepreneurs and artists is a key component of this job; as such, candidates should be familiar with what it takes to launch and run a business. For areas outside of one's expertise, the director is expected to collaborate, partner, and/or contract with other professionals. Being an advocate for the unique needs of artists and entrepreneurs in Tacoma is what helps Spaceworks set itself apart as an incubator.

Candidates should have a positive outlook and thrive in a fast-paced, dynamic, and collaborative professional office environment. They should desire to learn new skills and grow their career. Competitive candidates should demonstrate clear written and oral communication skills, the ability to manage multiple projects and deadlines, and a commitment to recruiting and serving diverse program participants. The candidate should be passionate about making Tacoma a great place to live and work.

This position oversees the Public Art Coordinator, the Special Projects Coordinator, and Business Training Contractor(s) while reporting to the Vice President of Entrepreneurship and works closely with other Chamber team members.

Individuals with 3-5 years of professional experience are encouraged to apply. Incubator alumni, service providers, and those familiar with Spaceworks are especially competitive.

## **Essential Job Functions**

### **Community Presence, Strategy and Vision (40%)**

- Communicate with prospective, current, and alumni program participants
- Support marketing efforts (e.g., newsletter, website, posters)
- Continue to raise the awareness of the creative economy's role and needs
- Implement Spaceworks' three-year strategic plan while also remaining responsive to new needs within the community.
- Maintain external awareness of needs, trends, and opportunities within Tacoma and the region
- Coordinate and align efforts within the Chamber's mission and strategic priorities
- Collaborate with community partners (economic development, arts, creative economy) to maximize impact and effectiveness.
- Lead Spaceworks special events, like info sessions or the annual fundraiser
- Coordinate the monthly Alumni Discussion Group

- Meet one-on-one with program participants and Spaceworks alumni to support their goals
- Create opportunities to engage with Spaceworks alumni, donors, partners, and other supporters

### **Coordinate Business Planning and Business Foundations Cohorts (30%)**

- Manage and Coordinate the 12-week Business Planning Cohort. On-board and support instructors, contractors, and guest speakers; update and organize training handouts and materials; collect participant evaluations and feedback.
- Lead the application and recruitment process for future cohorts/workshops
- Recruit and support a roster of coaches, instructors, and other technical assistance providers
- Maintain a listing of other relevant training resources and opportunities for creatives

### **Administrative Functions (30%)**

- Assist with invoicing and all reporting requirements with contracts and grants
- Ensure progress towards deliverables on several multi-month contracts and grants
- Maintain and support the integrity of client databases, files, records, and statistics
- Submit invoices and all reporting requirements (monthly, quarterly, annually)
- Meet with funders and grant program officers as needed
- Seek out new contract and grant opportunities to sustain and grow Spaceworks programs
- Meet regularly with direct reports, individually and as a team
- Develop annual work plans and track and ensure progress on their projects. Work collaboratively to overcome any challenges, as needed
- Support their growth through coaching, mentoring, and professional development opportunities
- Perform administrative duties, like timecards and annual reviews,

### **Compensation**

This is an exempt position. The position is full-time, 40 hours/week. Compensation is \$70,000 to \$80,000 per year, depending on experience. While the position requires regular availability on nights and weekends, there is otherwise a fairly-flexible work schedule with M, W, and TH in office 9am-4pm and remote work available other days of the week if desired. Benefits include:

- 401(k)
- Short- & Long-term disability insurance
- AD&D insurance, dental insurance
- 11 paid holidays
- 16 days of paid time off in first year
- ORCA transit pass

### **License/Certifications/Special Requirements**

- Bachelor's degree preferred and/or related experience
- Driver's license and auto insurance
- High-school diploma or GED required
- Proficient with MS Office Suite
- Ability to pass a WA state criminal background check
- 3-5 years of professional work experience

It is the policy of the Tacoma-Pierce County Chamber that employment decisions are based on merit, qualifications, and competence. Employment practices will not be influenced or affected by virtue of an applicant's or employee's race; religion; color; national origin; age; sex; genetic information; the presence of a sensory, physical, or mental disability; marital status; military status; sexual orientation; gender identity; actual or perceived victims of domestic violence, sexual assault, or stalking; or on any other basis protected by federal, state, or local law. This policy governs all aspects of employment, evaluation, promotion, assignment, discharge, and other terms and conditions of employment.

The Tacoma-Pierce County Chamber encourages people from diverse backgrounds to apply.