

Thursday, February 4, 2016

Company Manager

Company: INVISIBLE RIVER
Location: Philadelphia, PA
Compensation: \$10,000

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INVISIBLE RIVER is a non-profit arts organization based in Philadelphia with a mission to use art and dynamic programming to build stewardship of our local rivers and waterways. We produce innovative and creative public events on the Schuylkill River in Fairmount Park and its surrounding areas, introducing new audiences to the river and building access and awareness around this important watershed. In 2016, we are producing three major programs: a Community River Day, a River Performance Project and an Outreach Program. You can find out more about our past programs by visiting www.invisibleriver.org.

We are seeking a Company Manager to co-manage the administrative processes for all of our programs with our Executive Director, Artistic Directors, Board of Directors and Advisory Board. The Company Manager will create a marketing plan for our programs, determine the data collection processes, manage project budgets, oversee front of house event implementation, manage summer interns, and work with our Executive Director and Board of Directors on new fundraising activities. In August 2016, the Board of Directors will be hiring a new Executive Director for the organization. We want to hire a Company Manager who could potentially transition into this position.

The contract runs from February 29th – August 19th, 2016 with mandatory participation during our major events, all day on Friday, July 15th and Saturday, July 16th, 2016. Some evenings and weekends are required throughout the project timeline but ample notice is provided.

Selected candidates are temporary contract employees working 20 hours a week at the INVISIBLE RIVER office in the Brewerytown neighborhood of Philadelphia. The contract is for \$10,000 and is broken into bimonthly payments. Candidates are responsible for supervising a team of three interns and one staff member and collaborating with three staff members, the Board of Directors and the Advisory Board.

Ideal candidates must possess the following:

- Excellent creative writing skills as well as technical writing skills
- Previous experience with arts and community marketing
- Ability to manage an organizational budget of \$125k
- Experience with financial management, bookkeeping and accounting
- The ability to lead diverse projects ranging from Marketing to Data Collection to Fundraising and Financial Management
- Prior management experience and demonstrated leadership skills
- Very organized and attentive to details
- Prior experience in the non-profit field
- Great people person who gets along with diverse personalities coming from a range of backgrounds and experiences
- Ability to drive a car when needed for certain projects
- Ability to reflect, grow and change based on feedback and experience
- Knowledge of Fairmount Park and Philadelphia neighborhoods
- Willingness to learn about the Schuylkill River and the neighborhoods and communities we work with
- Committed to creating artistic projects that are community and mission driven
- Passionate about performance, rivers, Philadelphia and community values!

The Company Manager will do the following work:

Marketing

- Plan the marketing for all events in coordination with Board Marketing chair, Advisory Board, Executive Director and Event Director
- Lead the implementation of the marketing ideas with assistance from interns and the Board
- Lead the ongoing company marketing operations (e-newsletters and social media channels)

Data Collection

- Create a strategy for data collection at events and during our outreach program based on given outputs
- Lead the implementation of this collection
- Receive feedback events from stakeholders

Financial

- Manage the organizational budget
- Co-manage each individual project budget with each Project Manager
- Work with our bookkeeper to do monthly accounting and bookkeeping
- Do bimonthly payroll

Fundraising

- With our Board of Directors, determine how we can create a sponsorship program for 2016 events
- Learn about the organization's fundraising programs and determine new strategies and programs in collaboration with the Executive Director and Board of Directors

Box Office Set Up for Events

- Manage the Front of House Manager responsible for the Performance Project's Front of House ticket sales

Personnel

Learn about the Administrative Intern program to co-determine job roles with the Executive Director
Manage Administrative Interns

Two Year Report

Collaborate on the creation of the report with the entire organization
Compile given information from 2015 and 2016 events into a two year report from stakeholders
Supervise interns working on the report

APPLICATION PROCESS:

Applications Due by Friday, February 19th at 5pm

Interviews Held ongoing between now and February 24th

Position begins the week of Monday, February 29th

Please send a cover letter to Executive Director, Alie Vidich at alie at invisibleriver dot org, detailing your work experience and how it relates to the position, as well as a one page writing sample and a resume of your professional experience.

Education Level: Bachelors Degree or higher

Deadline: 02/19/2016

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