



Craft NB
Employment Opportunity
Start Date: As soon as possible – position will be open until it is filled

Project Manager
24 hours per week/ \$17.68/hr
www.craftnb.ca

Please send your resume and a cover letter by email to:
director@craftnb.ca ("Project Manager" subject line)

Craft NB is a provincial non-profit arts organization whose main office is located in Fredericton. We support the growth of the craft community in New Brunswick and celebrate the high quality and uniqueness of the handmade. We support our members through a range of programming, including annual festivals, touring exhibitions, workshops, educational missions and the *Beneath the Surface* program in Fundy National Park. As Project Manager of Craft NB, you will be at the helm for these events, planning, organizing, and overseeing their successful completion.

The key responsibilities of Project Manager fall into four categories which are:

1. Development and Execution of Logistical Plans
2. Grant writing
3. Relationship management
4. General administrative duties including fiscal accountability

Development and Execution of Logistical Plans

1. Includes working with Executive Director (ED) and Events Committee to develop plans for various events such as *Beneath the Surface*, exhibitions, craft shows, artist talks, tradeshow and other events as may be planned throughout the year.

2. Communicating/negotiating with venues and other supporting organizations for the shows and events
3. Communicating with membership who may be participating in the event or show.
4. Arranging and scheduling logistics for events such as securing venues, transportation of necessary support structures and craft items, arranging for volunteers, and other duties as may be required.
5. Working closely with the Marketing and Communications Manager, assisting/arranging for support materials to ensure timely and accurate promotions.
6. Communicating with peer staff to ensure they are aware of what needs to be communicated to the public and membership.
7. Help with the loading and transportation of all exhibition items and displays for events. This requires the physical ability to lift and carry boxes.
8. Other related functions necessary to the events may come up.

Grant Writing

1. Writing and preparing specific grant applications for review by the ED in advance of submission.
2. At the direction of the ED, researching and preparing background material to ensure all necessary documents required for grant applications is prepared and up-to-date.
3. Seeking out new opportunities for grants, sources of funding for projects on the go.

Relationship Management

1. Ensuring stakeholders such as partners (venues, supporting companies) are aware of the timelines for the various events.
2. Communicating with membership and external stakeholders regarding the finalized plans for events.
3. Developing a strong collaborative relationship with peer staff, membership and the ED.
4. Manage/participate in various committee meetings

General Administrative duties including Fiscal Accountability

1. Develop a detailed budget for events and update the ED on a regular basis.
2. Prepare Grant chart for project progress updates thus ensuring that in the event of illness or vacation, those filling in have an immediate snapshot of event status.
3. Document processes for programs and events for continuity and succession planning.
4. Respond to email and phone requests and direct them appropriately or respond as required.

Skills:

- Professionalism. You will be representing Craft NB to many important funders, supporters, and members in personal interactions and email correspondences.
- Self-Motivated and strong time management: You will often have many projects on the go at once. Knowing how to prioritize tasks, stay on track, and work under minimal supervision, will keep your work in good order.
- Excellent written and oral communication skills. Grant proposals and final reports demand strong and clear writing skills. You will draft a variety of forms and contracts on your own as well.
- A familiarity with Microsoft Office (Word, Excel), Google Workspace and digital tools is necessary
- Excellent organizational, project-management, and customer-service skills; strong attention to detail
- Strong problem-solving and troubleshooting skills
- An enthusiasm and knowledge of the craft sector. This role centers around supporting craft artists and building programs that allow artists to grow and sustain themselves. Being familiar with galleries, artists, funding structures, workshop opportunities, and general craft news, will be helpful.
- Ability to work some weekends and evenings as well as occasional travel out of the province will be required.
- Ability to both work independently and participate collaboratively in a small, lean team environment.
- Must have a driver's license.

Assets:

- Bilingualism is preferable.
- Access to your own transportation is an asset.
- Physically capable of lifting heavy objects and climbing ladders.

Craft NB is committed to providing a workplace that is inclusive and accessible. Should you require accommodations during the application process, please do not hesitate to contact us. We are also committed to building a skilled and diverse workforce that reflects the individuals and communities that we serve. We invite applications from individuals with any combination of backgrounds, origins, identities and forms of self-expression.

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