

SISS Project Manager

Description of Essential Functions:

- (1) With the Director, coordinate all logistics needed for the planning, operating and evaluating of the Symposium.
- (2) Organize and maintain support for the processes and persons (including participants and volunteers) responsible for providing the logistical needs of the Symposium.
- (3) With the Director, and the counsel and involvement of the SISS Board, support outreach efforts to communities regarding potential or selected sites, including occasional travel and presentations to communities and sites.
- (4) Assist in providing information for requests and applications to funding sources, and for requests from communities as they generate local support.
- (5) With the treasurer and other officers of SISS, coordinate formal SISS correspondence, financial information, and SISS's 501c3 records and reporting responsibilities.
- (6) Maintain SISS data base.
- (7) Assemble and distribute reports and work plans as needed.

Qualifications and Expectations:

The successful candidate will have a high level of organizational, computer and written and verbal communication skills; have an understanding of non-profits; will be especially attentive to community building and to the role of public art. He/she will have ability and a disposition to work with volunteers constructively and appreciatively and will show independent judgment and action, with a clear understanding of the mission, goals and culture of the SISS project and its history.

The position is available immediately with a contractual commitment through 2011. It is expected that in August and September 2011, during the time of the 2011 Symposium, the amount of time will be much greater, almost full time. Compensation will be made as a professional contracted appointee with no benefits.