

**Tacoma-Pierce County Chamber
Spaceworks Program
JOB DESCRIPTION**

JOB TITLE: Spaceworks Events Intern

Position Status: Part-time (20hrs/wk)
Temporary

APPROVAL: Metropolitan Development Director

Date: May 1, 2014

JOB SUMMARY

Spaceworks is a joint initiative of the City of Tacoma and the Tacoma-Pierce County Chamber designed to activate empty storefronts and vacant space in Tacoma. The initiative makes no- and low-cost temporary space, training, and technical assistance available to artists, creative entrepreneurs, organizations, and community groups in order to nurture successful projects that transform Tacoma into a stronger, more active city.

The Intern will work on projects assigned by the Spaceworks Manager. This is an opportunity to support and improve Spaceworks' marketing, website and social media presence, as well as assist with Spaceworks' summer special events.

This is a part-time position at 20 hours per week, June – September 2014. Several dates are required for this position, including: 4pm – 8pm June 18 & 19; and 9am – 4pm on July 19 & 26, August 23 & 30, and September 20 & 27.

ESSENTIAL JOB FUNCTIONS

1. Evaluate web and social media presence, propose improvement plan and implement improvements.
2. Assist with maintenance and updating communications and imagery on the Spaceworks website and social media outlets.
3. Assist with Spaceworks' summer special events, including preparation and attendance at all scheduled events.
4. Assist staff and clients with art and storefront installations.
5. Communicate with prospective and current applicants and clients, including email, snail mail and phone.
6. Other duties as assigned.

REPORTING RELATIONSHIPS

Reports to the Spaceworks Manager

CONDITIONS OF WORK

Generally office or professional environments, however on-site work will be required at special events and in storefronts and installation areas; requires some travel, generally within downtown Tacoma. Ability to occasionally lift, move & transport 50lbs. 20 hours per week will be established in conjunction with the manager at mutually agreeable times.

MINIMUM QUALIFICATIONS

Interest in the arts, arts administration, or non-profit administration.

Desire to work with local artists, entrepreneurs, non-profits, and community members.

Experience with marketing, especially with social media: Facebook, Instagram, Twitter

Proficient in Microsoft Office and Adobe Photoshop.

REQUIRED WORK DATES:

4pm – 8pm on JUNE 18 and 19

9am – 4pm on Saturdays: JULY 19 and 26 – AUGUST 23 and 30 – SEPTEMBER 20 and 27

DEMONSTRATED KNOWLEDGE, SKILLS, and ABILITIES

Strong written and verbal communication skills.

Experience with artwork installation and basic tools.

Attention to detail and accuracy are a must.

Ability to work in a team environment.

Ability to organize, prioritize, and meet deadlines.

Ability and willingness to lift 50 pounds and climb a ladder.

Knowledge of Spaceworks Tacoma and local arts organizations.

Licenses/Certifications/Special Requirements

Own vehicle and valid Driver's License required.

Reliable personal transportation for transporting materials to events.

COMPENSATION

\$10/hour, ORCA pass provided.

CLOSING DATE

Monday, May 12, 2014

TO APPLY

Please email the following materials to hr@tacomachamber.org with the subject line "Spaceworks Internship":

- Cover letter explaining how you learned of the position and reason of interest
- Resume highlighting relevant education, experience, knowledge, skills and abilities

All employment with the Tacoma-Pierce County Chamber is "at-will." This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description without notice. The statements contained herein should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas as needed to meet the needs of the organization.