Mission: Fairmount Park Conservancy brings parks to life. We improve and steward Philadelphia’s parks, enhance their historic and cultural assets, and support the communities they serve.

Hatfield House Cultural Hub: Fairmount Park Conservancy invests in arts and culture as part of its mission to make Philadelphia’s park system a national model of sustainability and civic engagement. Over the past three years, we have partnered with artists, arts organizations, and community leaders to highlight the assets of our parks and engage neighboring communities in shaping future investments in the parks. The Conservancy intends to build on a 2018 yearlong artist residency at the Hatfield House by positioning the house as a resource and cultural hub that will serve as an anchor for community-driven programming and a place to foreground Strawberry Mansion’s history, culture, and artistry.

The Community Arts Curator is charged with curating, administering, and executing culturally responsive, mission-driven arts-based programs at the Hatfield House on North 33rd Street and West Girard Avenue. Reporting to the Special Projects Coordinator at Fairmount Park Conservancy, the Community Arts Curator will create, plan, and implement a dynamic series of exhibitions, education (youth and adult), and public programs to bring the house to life in order to serve neighboring community members. They will work in tandem with a Site Manager to deliver programs and events. All programs and partnerships will be aligned with the vision and programming strategy of the organization.

Primary Responsibilities:

- Develop free and low-cost programming (9-14 events in addition to quarterly educational/training/workshop opportunities) that attracts a wide variety of visitors to Hatfield House and Fairmount Park, focusing on the immediately adjacent community. This may include programming such as art exhibitions, education or training opportunities, dance and music performances, community meals, festivals, family photo/portrait days, fashion shows, outdoor movie nights, community talent shows, holiday celebrations, etc.;
- Continually work to understand community assets, needs and challenges;
- Develop and cultivate relationships with local houses of worship, recreation centers, schools, senior centers, arts and cultural organizations, peer organizations, businesses, individuals and other relevant community partners;
- Create seasonal program calendar and related materials;
- Manage programs from start to completion by establishing deadlines, milestones and evaluation processes;
- Monitor budget expenditures and prepare purchase orders for program activities and supplies;
- Liaise with artists and managers with regard to artist fees, contracts, schedules and all other related details;
- Manage evaluation and data collection strategies to monitor performance, need for
improvements and overall impact;
• Coordinate efforts to create a management plan for the sustainable continued use of the house;
• Contribute to Fairmount Park Conservancy’s mission through organization-wide activities.

Qualifications:
• Bachelor’s or Associate’s degree, with 2-3 years' experience in arts administration, arts education, curation, visual and performing arts or aligned fields
• Strong analytical, strategic thinking, communication, and problem-solving skills with the ability to plan, implement, and balance multiple projects and constituents
• Self-motivated, enthusiastic, and community-driven
• Knowledge of community-based/social practice arts
• Ability to evaluate program quality and effectiveness and recommend modifications when appropriate
• Strong organizational and time-management skills, with the ability to manage budgets, set priorities and limits in order to accomplish tasks and meet deadlines
• Experience in event coordination, complex schedule management, and leadership
• Proficiency with computers and digital communication

This is an 18-month, part-time position, beginning April 2020 and ending October 2021. This is a temporary contract position and is not eligible to participate in the Conservancy’s benefit offerings. Some evening and weekend work is required. Hours will fluctuate some weeks dependent on exhibitions, education programs, or special events, but should not exceed 30 hours a week. Some travel may be required.

We strongly encourage applicants with firsthand experience living and working in Strawberry Mansion or nearby neighborhoods, as well as those with diverse racial and cultural backgrounds.

Compensation:
Compensation based on skills and experience, range between $36,000 and $38,000 over 18-month period (April 2020 – October 2021).

To Apply:
Submit a cover letter, resume and 2-3 references to apark@myphillypark.org by 5 pm on February 28, 2020. Please include the words “Community Arts Curator” in the subject line.

Equal Opportunity Employer Statement:
Fairmount Park Conservancy is dedicated to creating a diverse and inclusive work environment, and is an equal opportunity employer who seeks qualified applicants, without regard to race, color, religion, gender, sexual orientation, national origin, disability, age or veteran status.