

**FAIRMOUNT PARK**

**CONSERVANCY**

**Hatfield House Site Manager**  
Hatfield House Cultural Hub  
3201 West Girard Avenue, Philadelphia

**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 **Hatfield House Site Manager** is charged with managing the events and operations of the Hatfield House and assisting in the execution of 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 Site Manager will provide a valuable on-site presence for meetings, programs and events, and will manage their associated logistical needs (deliveries, catering, etc.). They will work in tandem with a Community Arts Curator to bring the house to life in order to serve neighboring community members. All programs and partnerships will be aligned with the vision and programming strategy of the organization.

### **Primary Responsibilities:**

- Manage the operational needs associated with hosting free and low-cost programming (9-14 events in addition to quarterly educational/training/workshop opportunities) at the Hatfield House. This may include programming such as art exhibitions, 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;
- Provide physical on-site presence at the Hatfield House as needed;
- Identify appropriate partners for outreach programs and maintain communication with all parties, providing regular updates and presentations;
- Work with staff and other partners to acquire proper permits, insurance, and documentation needed for events;
- Work with Community Arts Curator to monitor budget expenditures; prepare purchase orders for program activities and supplies;
- Liaise with caterers, performers and neighborhood stakeholders;
- Contribute to Fairmount Park Conservancy's mission through organization-wide activities.

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**Community Arts Curator**  
Hatfield House Cultural Hub  
3201 West Girard Avenue, Philadelphia

**Qualifications:**

- 2-3 years' experience in event management or operations
- Strong interpersonal and problem-solving skills with the ability to plan, implement, and balance multiple projects and constituents
- Self-motivated, enthusiastic, and community-driven
- Strong organizational and time-management skills, with the ability to manage budgets, set priorities and limits in order to accomplish tasks and meet deadlines
- Creative problem solver with the ability to work independently and as part of a team
- Able to effectively work under pressure and time constraints
- 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 \$30,000 and \$32,000 over 18-month period (April 2020 – October 2021).

**To Apply:**

Submit a cover letter, resume and 2-3 references to [apark@myphillypark.org](mailto:apark@myphillypark.org) by 5 pm on February 28, 2020. Please include the words "Hatfield House Site Manager" 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.