



Harvestworks, Inc. and Electronic Music Foundation, Ltd.

Project Title: Project Manager for Capital Plan

Type of Position: Staff

Start Date: Immediate

Location: New York, New York

Harvestworks and Electronic Music Foundation (the Partnership) seek a full-time Project Manager to coordinate and oversee a multi-faceted capital planning process for a proposed Lower Manhattan electronic arts center.

The Project Manager will coordinate and advance all aspects of the planning process, acting as liaison with partners, service providers, consultants, legal counsel, real estate brokers, city officials, cultural leaders, and funding agencies. In addition, the Project Manager will manage the project timeline and budget, and ensure that funder-mandated compliance requirements are met.

The Project Manager will report to the responsible executives of the partnering organizations.

This is a one-year position with the possibility for continuation pending funding.

Responsibilities include:

- Develop RFPs, and identify, coordinate evaluation, and manage hiring of potential consultants, service providers, and other team members;
- Create and manage a project timeline that effectively coordinates inputs from various consultants, including business planning, real estate and architectural services, board development consultants, etc.
- Create project budget and oversee payments and record keeping.
- Create all necessary internal and external reports.

- Manage project compliance including monthly and quarterly reports to the Lower Manhattan Development Corporation, and the U.S. Department of Housing and Urban Development, as necessary.

Qualifications:

- Excellent written and oral communication, facilitation and presentation skills are essential
- Highly organized with ability to work both independently and in a team environment
- Proven project management skills; including experience with at least one capital project for a nonprofit organization
- Ability to represent the Partnership and the project in meetings with members of the public, private, and nonprofit sectors;
- Experience working with government-funded projects and related compliance, procurement, sub-contracting, and reporting requirements. ·

Harvestworks and Electronic Music Foundation are equal opportunity employers.

Salary commensurate with experience and includes benefits.

Please reply with a letter of interest and a resume via email to

positions@harvestworks.org . Subject: Project Manager.

Position will be open until filled.

About Harvestworks

Founded in 1977 to cultivate artistic talent using electronic technologies, Harvestworks' mission is to encourage the creation and expand the dissemination of digital media artwork. From its central SOHO location and through its Internet presence Harvestworks provides accessible and coordinated digital media production, education, information and content distribution services to a diverse creative community that includes electronic music composers, interactive media designers, film and video makers, digital tool developers and computer programmers. By bringing together innovative practitioners from all branches of the digital arts, Harvestworks provides a vital context and catalyst for creativity in the digital arts.

About Electronic Music Foundation

Founded in 1994, EMF's mission is to empower individual creativity in music and sound through technology. EMF does this by presenting and commissioning innovative work, supporting research, providing historical resources, and formulating avenues for worldwide community and communication between artists and the public, thereby fostering the development and exchange of new ideas throughout the world. EMF organizes concerts, festivals, symposia, and conferences in New York City and elsewhere; develops collaborative projects with partners and contacts throughout the world; publishes CDs and maintains websites; and through a powerful internet presence and global outreach, EMF provides access to materials and information fostering knowledge of the history of electronic music and the creative potential in the symbiosis of music, sound, and technology.

Contact information:

Harvestworks and Electronic Music Foundation is located at 596 Broadway #602, New York, NY 10012.
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