

JOB OPENING (CLOSES FEB 5, 2008)
CITY OF SEATTLE OFFICE OF ARTS & CULTURAL AFFAIRS
Manager – Alaska Yukon Pacific Centennial Project
Limited Term Position

Job Title: Manager, Alaska Yukon Pacific Project (Strategic Advisor 1)
Department: Mayor's Office of Arts & Cultural Affairs
Location: Seattle Municipal Tower
Full/Part Time: Full Time
Salary: \$5,032 to \$7,548 (monthly), DOQ
Status: Limited Term Position, approx 18-24 months (includes benefits)
Openings: 1 Opening
Posting Closes: February 5, 2008

The Mayor's Office of Arts & Cultural Affairs is seeking a manager to coordinate all aspects of the Alaska-Yukon-Pacific Centennial planning and celebration. This is a limited term position lasting 18-24 months and receives full City of Seattle Benefits. Salary, within the range shown, is dependent on qualifications.

The Alaska-Yukon-Pacific (AYP) Centennial will celebrate the 100-year anniversary of the 1909 AYP Exposition, Seattle's first world's fair, which drew more than 3,700,000 visitors to Seattle and showcased Washington as a gateway to the Pacific Rim, Alaska and Canada. The Centennial will feature a series of major and minor events as well as a variety of exhibits and other cultural projects, such as historical and photo books and a postcard collection. Celebrations will begin quietly in early 2009, officially kick off at Folklife on Memorial Day weekend 2009 and continue through the summer months of the year.

Just as the 1909 AYP Exposition was born of a region booming with the Gold Rush, natural resources and ties to the East, the upcoming Centennial will celebrate the evergreen promise and innovation that thrive here. The Centennial aims to galvanize Washington, Alaska and Canada in celebration of our mutual history, culture and contributions to the Pacific.

This position will report to the Director of the Office, the Blue Ribbon Commission and AYP Task Force, and take responsibility for the following:

Sponsorship Management-

Support effort to raise \$1.2 million in sponsorships ranging from \$5,000 to \$75,000; track sponsor procurement against fundraising goals; manage sponsor relationships; and ensure fulfillment of corporate and media sponsorship agreements.

General Communications-

Manage brand, materials, website content in collaboration with communications consultants; develop content for minor print and web materials.

Partner Support-

Serve as Centennial liaison for several dozen community partners, including government entities, nonprofits and neighborhood groups, to provide tools and coordinate their programmatic efforts under the Centennial umbrella.

Media Support-

Serve as the Centennial's media contact, providing up-to-date resources and information to media outlets and vendors as needed, in addition to pitching stories and working with reporters.

Administration-

Track mailing lists and budget for overall project.

Required Qualifications:

Four years of professional experience in fund-raising, public relations, marketing, program development, or in a related field involving public information or fund-raising, and the equivalent of a Bachelor's degree in English, Journalism, Communications, Marketing, or related field. Experience developing recommendations on policy options and program direction for senior management or elected officials, communicating to internal and external audiences as an authoritative representative of an agency, and providing leadership, focus, and direction to work groups across organizational lines. Current Washington State driver's license required.

Successful candidates will be able to demonstrate their commitment to create and sustain a workforce free of racism and discrimination and that values multiculturalism and diversity as a workforce and community asset.

Desired Qualifications:

Advanced degree preferred. The most competitive candidates will have a demonstrated record of building partnerships with the community including non-profits, public and private institutions, government agencies, and private companies. Entrepreneurial spirit and willingness to explore new opportunities. Excellent listening and communication skills, public speaking skills, high integrity, and ability to navigate the political landscape. Strong leadership and collaboration skills. Excellent written and oral communication skills. Ability to work independently as well as in a team, manage multiple high priority projects, and consistently achieve targeted objectives. Should have experience handling controversial/sensitive issues, maintaining confidentiality and composure, and making dependable judgments.

How to Apply:

Option 1: Apply online at <http://seattle.gov/jobs>.

Option 2: Applications may be completed and dropped off at the Personnel Department, 54th Floor of the Seattle Municipal Tower, 700 5th Ave

For more information on the Department visit: www.seattle.gov/arts/