

**Project Manager for Destination World:
First Thursday cultural program in Lowell, Massachusetts**

DESCRIPTION:

The Project Manager is a high level leader, administrator, and experienced manager of multi-cultural activities. Working closely with COOL's Executive Director, the Destination World partners, and cultural groups, the Project Manager provides a high quality, diverse monthly film and culture series. The Project Manager is responsible for directing and coordinating all Destination World programs, finances, marketing, public relations and documentation.

RESPONSIBILITIES INCLUDE:

- Event planning--coordinate bands, artists, workshop leaders, films, lectures, food, lighting, sound systems, staging, signage.
- Budget management--create, maintain and revise project budgets
- Coordinate programming with museums, shops, and restaurants
- Serve as liaison to immigrant populations
- Design publicity materials (Web and print)--variety of program fliers, tri-fold brochures, translated materials, ads in Middlesex Beat, Lowell Sun, cultural publications, etc.
- Produce marketing/public relations/marketing plan and accompanying materials
- Responsible for all project and communications text such as internet text, radio spots, signage, and press materials.
- Develop and maintain press contacts
- Document events through surveys, photography, etc.
- Maintain Web site--assure consistency in Web design, and monthly updating of Web site
- Manage audio/visual equipment--responsible for set-up, trouble-shoot, and care of audio/visual equipment.
- Organize and hang work in COOL Corner Gallery
- Maintain effective communications with the Executive Director, Board, and Partners
- Responsible for planning and supervision of contracted staff and volunteers
- Oversee office duties including documentation, filing, contracts, phone/email/mail inquiries, equipment, scheduling, etc.
- Responsible for grant management including providing information for filing interim and final reports

Hours: 30/week

Salary Range: \$26,000-28,000

Qualified individuals may submit their resume, along with a cover letter to:

LZ Nunn

Cultural Organization of Lowell

Division of Planning & Development

JFK Civic Center

50 Arcand Drive

Lowell, MA 01852

Or via email attachment: lznunn@lowellma.gov