

Organizational Background

Founded in 1996, Spiral Q Puppet Theater is a community-based arts organization that builds strong and equitable communities characterized by creativity, joy, can-do attitudes, and the courage to act on their convictions. We imagine a city whose streets reflect the full spectrum of its residents' creativity. We see a responsive and engaged society that rallies consistently to overcome the challenges of discrimination and oppression. We envision a world of abundance that mobilizes its resources to nurture shared vitality.

Spiral Q is acclaimed locally, most recently as the recipient of the 2010 George Bartol Arts Education Award in honor of its "artistic excellence and commitment to community". Spiral Q's work has also become nationally recognized for its originality, its capacity to inspire individuals of all ages and backgrounds, and its ability to creatively revitalize communities throughout Philadelphia. Each year Spiral Q serves more than 5,000 Philadelphia residents and reaches audiences of more than 20,000 through an array of public arts projects, arts education programming, community and school partnerships, trainings and leadership development programs, and through its collection and exhibitions. Spiral Q is based at the Living Loft Museum & Studios, an 8,000 sq foot warehouse that is home to a collection of more than 2,000 ARTifacts made by Spiral Q artists, our community partners, and Philadelphia residents over the last 15 years.

The organization has developed a team artists and organizers trained in delivering Spiral Q's unique methodology in schools and community settings, as well as a variety of arts-based curricula for students, youth, and residents of all ages. With 15 years of experience in community organizing, arts education, and fostering broad, successful collaborations amongst unlikely partners, Spiral Q is uniquely positioned to deliver high-impact programming in some of Philadelphia's most underserved communities and schools. Utilizing an original methodology that encourages individuals to speak their own truths, fosters unity around shared dreams and goals, and empowers people to leverage their creativity and resourcefulness through accessible, affordable, and sustainable artistic practices, Spiral Q has become a respected and trusted resource for children and youth, parents, neighbors, and community organizations throughout Philadelphia.

Spiral Q is currently seeking to fill its **Program Associate** and **Development Associate** positions.

The **PROGRAM ASSOCIATE** will be responsible for:

- Coordinate Spiral Q's introductory and outreach programming which includes scheduling and coordinating staffing of group tours and workshops at The Living Loft Museum & Studios, Puppet Appearances at special events and festivals throughout the city, and 'Meet the Puppets' visits to schools, libraries, and daycare centers
- Serve as the volunteer and leadership development coordinator, including: recruitment, placement, orientation, coordination, and appreciation; working with the Executive Director to place college students in Spiral Q's Leadership Development program in positions that support their personal and professional growth
- Support community engagement in major public arts projects, by attending community meetings, through presentations and public speaking opportunities, and by leading teams of volunteers in grassroots community outreach efforts.

Skills and qualifications a fellow should have to succeed in this position:

- Excellent written and verbal communication skills

- Strong commitment to both social justice and community arts
- Experience working in community-based settings
- Initiative and ability to work as part of a closely-knit team within a non-traditional office structure
- A strategic thinker with attention to detail
- Strong organizational abilities
- Excellent computer skills, including knowledge of databases, spreadsheets, and web design software are highly desirable
- Some experience or education in marketing, communications, and/or programming is preferred
- A valid driver's license
- Knowledge of Spanish is a plus

The **DEVELOPMENT ASSOCIATE** will be responsible for:

- Working with organizational leadership including executive staff and Board members at the strategic level to help achieve key objectives
- Cultivating and sustaining individual donors
- Preparing and executing fundraising campaigns and donor appeals
- Soliciting sponsorships from local businesses
- Researching funding prospects
- Preparing and submitting packages for institutional support requests and for grant reports
- In general, support institutional advancement of organization

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- Experience working in community-based settings
- Initiative and ability to work as part of a closely-knit team within a non-traditional office structure
- A strategic thinker with attention to detail
- Strong organizational abilities
- Excellent computer skills, including knowledge of databases, spreadsheets, and web design software are highly desirable
- Some experience or education in development and fundraising is preferred
- A valid driver's license
- Knowledge of Spanish is a plus

Orientation: The fellow's supervisor, the Executive Director, will provide an orientation to both Spiral Q and the communities we serve. The fellow will also be provided with an orientation packet, including existing background materials on the organization, such as the strategic plan, an overview of the organization, and a recent grant proposal.

During the first two weeks of the fellowship, the fellow will have the opportunity to meet with other staff members to learn about the organization from their perspective. Other professional development opportunities will be provided throughout the fellowship period.

Spiral Q is committed to offering equal offering in employment, and providing a work environment that integrates diversity and inclusion in all aspects of our business. The representation of diverse experience, backgrounds, ethnicity, education, sexual orientation, and regional and cultural orientation is vital to Spiral Q.

If interested, please submit resume and a letter of interest to the attention of Tracy Broyles, Executive Director, to qinfo@spiralq.org and call 215-222-6979 to arrange an interview. Spiral Q is located at 3114 Spring Garden Street, Philadelphia, PA 19104 and online at www.spiralq.org.