

Creative Placekeeping Lead Fellow: This fellow will oversee our entire creative placekeeping pillar, which includes our **Grupo Uarhani** Mexican Folkloric Dance Troupe, the many **signature art workshops**, and bringing **accessible programs to parks and public spaces** across the City of Reading, particularly on the southside.

This Lead Fellow is not expected to directly handle all of the work that comes with these crucial programs. Very much the opposite, they should be able to work with their team to determine the skills and potential of the junior fellows they manage, and delegate work accordingly.

For this position, Barrio is looking for someone who possesses a unique set of skills and traits:

- Must be able to plan and put on more than 30 events over the course of the fellowship year.
- Generate innovative, creative, interesting ideas for their events, taking chances and dreaming for something bigger. For example: “Sure we can have a poetry workshop in our headquarters, but what if we worked with the city to reopen the pagoda for a night time poetry workshop with coffee and a live jazz player?!?”
- They must be committed to meeting their programs’ goals.
- Be mindful of how our paid opportunities can be transformative for the local artists we contract for work. We don’t want just any artists or the “best” artists for our workshops, we want the artists where we will make a difference in their lives or in our city’s culture.
- The ability to receive constructive feedback and make adjustments to their workflow to become more efficient, accurate, and to ensure the integrity of their programs.
- They must be organized and able to manage multiple, simultaneous projects that have staggered deadlines.
- They must be structured and able to learn/implement structure directed to them.
- Computer literacy and simple data entry proficiency is essential to navigate our online archiving platforms.
- English-Spanish bilingualism is a plus, but not required.

Responsibilities include:

- General physical labor is a big component to this pillar, as we are constantly carrying tables, speakers, chairs, and art supplies to and from Barrio.
- Working outside –often in warm weather months–during events, working with the public face-to-face.
- Managing junior fellows, making sure they are making progress in their work.
- Contracting artists in a timely manner for upcoming events and submitting invoices for their work.
- Learning and keeping our extensive art supply inventory in order.
- Delegating tasks of your team.
- Being a watchdog for your programs, alerting leadership of impending issues or problems.
- Idea generation for events, outreach, marketing.
- Event planning far in advance. Due to the number of events this pillar undertakes, we need fellows to be proactive and have detailed plans for their programs at least a month in advance (of course knowing that some details may be fluid).