PART-TIME PROJECT ASSISTANT

Contract: July 1, 2017-December 31, 2017
Application deadline: June 10, 2017

The Story Collider is looking for a part-time project assistant to support a dedicated series of storytelling workshops and live shows. This is a $9,000 contract, with potential to renew or expand in 2018. The work is a mix of administrative and event planning tasks. It requires a careful eye for detail and logistics, and is best suited to someone who loves spreadsheets, calendars, and so on. We are a small team of fun but busy people, and we need you to help us make sure this project runs smoothly, on time, and on budget. Our thinking is that it will be best if you live and work in Washington DC, but we will consider any location if you can show us that you’re great at working remotely.

A week for you might include:

● Researching flight and hotel information to plan travel itineraries
● Negotiating a discount for a block of hotel rooms
● Ordering catering for a 20-person workshop
● Coordinating schedules for participants and scheduling multiple phone calls
● Carefully processing reimbursement requests to make sure receipts and coding are in order
● Updating our project database with contact information for 20 new workshop participants
● Taking notes on a conference call with partners and funders
● Drafting a welcome and orientation email for workshop attendees
● Visiting a potential show venue to take photographs and notes

You must be excellent at:

● **Using technology to manage details** - Do you love spreadsheets? Are you obsessed with color coding? Good. We need you to be in complete control of many different kinds of project specifics. If you’re a fast learner, we can bring you up to speed on our platforms, but we expect you to be proficient in: Word, Excel, email, and GoogleDocs. Even better if you know Slack and have worked with databases.

● **Working independently** - We are comfortable with you setting your own hours and priorities. We will be relying on your ability to be flexible, problem-solve, and think ahead.

● **Getting on the phone with people** - Sometimes it just works better than email. Administrative work is really about people management. We need you to be calm, competent, and creative.

● **Meeting deadlines** - We need you to keep track of important dates and milestones, and to provide the urgency, momentum, and discipline to meet those targets.
These are not requirements, but this project will be extra fun if you also happen to:

- Love the ocean, since that is the focus on this particular set of workshops and shows
- Geek out about science or have some background in it yourself
- Binge-listen to podcasts or come from a performance background

Contract details:

- We do not have specific educational requirements, we care more about your experiences.
- Although you won’t need to work in our space, we prefer it if you are based in Washington DC or New York.
- This position is for an independent contractor and does not include worker’s compensation, retirement, insurance or other benefits.
- We expect you to work 10 hours/week on average, but we have flexibility and can negotiate with you to accommodate your schedule. This contract is capped at 360 hours before December 31, 2017. We pay $25/hour, which means the contract is worth $6,250 to $9,000 depending on the total number of hours you invest.
- We will write this project contract for the 2017 calendar year, with option to renew for 2018 if all goes well.

To apply:

- Create one PDF that includes your brief CV and contact information for 3 references.
- Create a second PDF of a cover letter that tells us why you are a great fit for this job and shows us what kind of projects you've managed previously. Please keep it to two pages or less. We encourage you be creative - include links, screengrabs, or images if it makes sense. If you don’t have formal project management experience, that’s okay! Show us what makes you well-suited to the work we need done.
- Email the two PDF files to Jobs@storycollider.org with the subject “Project Assistant Application - <your last name>“ You don’t need to re-write your cover letter in the email! Please just tell us which city you live in, where you saw the job announcement, and anything important or fun we should know about if we work with you.
- We will acknowledge receipt of your application, and then follow up with you in June on next steps.