



CREATE IS HIRING!

CREATE Portage County is looking for the right person to join our team! We will be hiring a part-time staff person to fill one of the following job descriptions:

DIRECTOR OF EXPERIENCES

This person will oversee the “Experiences” related goals of the organization, overseeing investments in arts & entertainment programming to connect people to their community. This position includes executing all existing CREATE events; identifying & developing new needs-based community programming; cultivating experiences specific to IDEA Center goals; promoting and marketing events; and recruiting & managing volunteers, interns, and potential future staff members. A good fit for this position will have a passion for event planning and execution, a creative eye for new events, and strong skills for managing volunteers and event details.

MAKER-IN-CHIEF

This person will develop maker-related programming at the IDEA Center and future satellite locations in order to provide new infrastructure and programming to connect innovators to key resources. This position includes developing programming and curricula to strengthen the maker movement in Central Wisconsin; creating partnerships with organizations supporting entrepreneurship and innovation; supporting community members as they take on projects; and purchasing, managing, and educating people to use technology that supports this work. A good fit for this position will have an entrepreneurial mindset and experience with makerspaces.

CHOOSE YOUR OWN ADVENTURE

CREATE values people with vision and is open to considering a job description other than the two above as long as it furthers CREATE’s mission and shows an understanding of the vision, goals, and key investments of the organization. We strongly encourage all applicants to familiarize themselves with our work and envision a position that best uses their talents to move our three investments forward.

ALL POSITIONS

Any hire will become a member of a small team that is constantly evolving to respond to community needs and opportunities. As such, applicants should expect a wide range of job responsibilities—from managing membership databases to cleaning the IDEA Center—to ensure all necessary work is completed. Successful CREATE team members, regardless of their job description, will be autonomous, motivated, flexible, and creative with strong communication skills and drive. CREATE also welcomes the opportunity to use our flexible, part-time positions to support community members who are engaged in their own projects and living out the creative lifestyle we are trying to grow in Central Wisconsin.

REQUIREMENTS

Along with a resume and two letters of reference, applicants should send a letter of intent detailing the job description for which they are applying to gregw@createportagecounty.org. The job description will stay open until we find the right team member.

ANTICIPATED HOURS: 15 – 20/week

ANTICIPATED PAY RATE: \$12 – 15/hour