

## **Job Description: Cultural Center Manager at Twin Cities Pride**

**Position Title:** Pride Cultural Arts Center (PCAC) Manager

**Location:** PCAC 1201 Harmon Place, Minneapolis, MN

**Employment Type:** Full-time in person, Salaried

**Pay:** \$60,000 to \$70,000 Based on experience

**Reports to:** Executive Director

**Overview:** Twin Cities Pride seeks a dedicated and passionate Cultural Center Manager to join our dynamic team. This role is pivotal in supporting our mission to empower every LGBTQ+ person to live as their true self. We envision a future where all LGBTQ+ people are valued and celebrated for who they are. The PCAC will serve as a venue for Twin Cities Pride programming that addresses the current needs of the LGBTQ+ community. Twin Cities Pride's staff and volunteers are dedicated and energetic individuals who work together to create a welcoming environment for all in our community. This position will require a flexible in-office work schedule, some nights and weekends.

### **Responsibilities:**

- **Event Schedule Coordination:**
  - Assist in coordination of events in the PCAC space. This would include both Twin Cities Pride events and events put on by other parties.
  - Collaborate with internal teams and external stakeholders to ensure events are well-organized, inclusive, and align with Twin Cities Pride's mission.
- **Support Rainbow Wardrobe:**
  - Maintain Twin Cities Pride's rainbow wardrobe, ensuring a vibrant and inclusive representation of LGBTQ+ identities.
  - Coordinate the acquisition, inventory, and organization of clothing, accessories, and props.
  - Work with the Programming department to ensure that we have an adequate selection of items.
  - Manage scheduling of appointments.
  - Maintain Cleanliness.
- **Logistics and Support:**

- Coordinate logistical aspects of events, including venue coordination, layouts, early access to site, etc.
- Provide on-site support during events to ensure smooth operations and positive attendee experience.
- **Administrative Duties:**
  - Maintain accurate records, databases, and files related to programming activities, event ROI, and feedback.
  - Assist in budget management, expense tracking, and reporting related to program activities.
  - Manage scheduling of part-time employees.
  - Maintain office supplies.
  - Ensure cleanliness of facilities.
  - Other Duties as assigned.

**Qualifications:**

- Proven experience (1-2 years) in event coordination, program management, or related roles, preferably within a nonprofit or community organization.
- Strong organizational skills with the ability to manage multiple projects simultaneously and meet deadlines.
- Excellent interpersonal and communication skills, with a collaborative and team-oriented approach.
- Passion for LGBTQ+ advocacy and community empowerment.
- Proficiency in Microsoft Office Suite, social media platforms, and event management software (e.g., Eventeny) is a plus.