

PROJECT COORDINATOR

JOB DESCRIPTION



Job Title: Project Coordinator, Midtown Arts and Design Alliance (MADA)
Reporting Relationship: Executive Director, Santa Fe Art Institute
Location of Job: Santa Fe Art Institute
Classification: This is a temporary, 6 month, exempt position.

PROJECT

SFAI, as managing member of the Midtown Arts and Design Alliance LLC (MADA LLC), will work with our partners to create a vibrant arts, design, and cultural hub in the center of Santa Fe. The MADA currently has an agreement with the City to conduct feasibility studies for the development of this hub. The Project Coordinator will help to manage this phase of the project. See attached project description.

SUMMARY OF DUTIES & RESPONSIBILITIES

The Project Coordinator will work with the Executive Director, Board of Trustees Midtown Committee, MADA development team and partners, and SFAI staff to help manage and coordinate due diligence activities for the MADA LLC project. Responsibilities will include project development strategy, schedule, and budget management, working with consultants and vendors, research activities, and helping to convene and facilitate group meetings. See attached project description.

REQUIRED SKILLS & EXPERIENCE

This is a position for a detail-oriented, curious, personable, and creative individual inspired to contribute to an emerging significant project with a large team. The ideal candidate will have the following experience and/or skills:

- Effective project management and organizational skills, including creating and managing spreadsheets and critical path schedules;
- Excellent communication and interpersonal skills;
- Ability to work collaboratively and troubleshoot problems;
- Interest in or experience with project development and strategy; and
- Passion for connecting arts and culture with social justice.

Ability to understand architecture and engineering drawings and reports, and excellent writing skills are a plus. Software skills: Excel or equivalent, Acrobat, and Gantt scheduling software. Adobe Creative Suites a plus.

SCHEDULE

Staff are expected to be available during work hours, which total 40 hours per week M-F 9 AM – 5 PM. We offer some flexibility in the work week, including opportunities to work at home two days per week as is feasible given on-site work duties or meetings. There are some evening and weekend events that require an all team effort.

SALARY & BENEFITS

Salary for the six month employment period is \$35,000 - \$40,000 commensurate with experience. SFAI adheres to a 1:3 max wage ratio and provides benefits including health, dental, and disability insurance; paid holidays and accrued paid time off.

TO APPLY

Please submit a letter of interest and your CV via email with subject line "Project Coordinator" to Executive Director Jamie Blosser at jblosser@sfai.org. The position is available immediately and will remain open until filled.

FOR IMMEDIATE RELEASE

Contact: Jamie Blosser, jblosser@sfai.org, 505.424.5050 Ext. 4

MIDTOWN ARTS AND DESIGN ALLIANCE

The Santa Fe Art Institute (SFAI) and our Midtown Arts and Design Alliance partners are thrilled to be selected by the City of Santa Fe to enter into an Exclusive Negotiated Agreement (ENA) for use of the Visual Arts Center and Barracks at the Midtown Site in Santa Fe. Execution of the ENA with the City will allow our team to move forward on preliminary feasibility studies toward our vision to build a vibrant and creative cultural hub in the center of Santa Fe, with a mission to improve lives through art, design, education, service, and entrepreneurship.

The Midtown Arts and Design Alliance (MADA) will redevelop the Visual Arts Center and Barracks facilities to be a cultural, economic, and community connector – bringing together Santa Fe’s north and south sides; connecting creative practice with education and career pathways; and connecting Northern New Mexico with artists and creative practitioners from around the world. Our team brings the following values and expertise to the project:

- **Revitalization and Equitable Development:** Using a mixed-income model and community-based strategies, we will prioritize deeper resources and leadership development of our local creative ecosystem;
- **World Class Community Arts and Design Programming:** We are all trusted and invested community organizations and regional institutions who will bring unique and world-class arts, design, and educational programming to revitalize Midtown as a new and critically needed cultural hub;
- **Resource Sharing and Collaboration:** We share a common vision to optimize and share resources, services, and space, and to collaborate on meaningful projects and programs for the benefit of Santa Fe and the Northern New Mexico community;
- **Education, Youth and Child Development, and Workforce/Enterprise Development:** We will increase access and opportunity to live and thrive here, through multi-generational educational and community programming and through socially just, work-based learning tracks that meet local labor market needs and allow an emerging workforce to gain access to marketable skills; and
- **Regenerative, Holistic, and Healthy Design and Operations:** From working with local vendors to investing in renewable energy, we will bring a holistic “beyond sustainable” lens to the way in which the Visual Arts Center and Barracks facilities are re-developed and managed.

The Midtown Arts and Design Alliance is composed of arts, design, service, and educational organizations and institutions, including SFAI, MASS Design Group, Youthworks; Make Santa Fe; Littlelobe; CENTER; Black Rock Editions; Vital Spaces; Creative Startups; Currents New Media; Girls Inc.; Clay Works; Glass Alliance; Santa Fe Indigenous Center; and the University of New Mexico STEAM NM program, the School of Architecture + Planning (SA+P) and College of Fine Arts (CFA).

This award-winning coalition of local and regional partners are already trusted members of the Santa Fe community, providing excellent programming, workforce and enterprise development, and social services. Re-locating in proximity on the Midtown Site will allow all of us to deepen our collective impact through shared resources, shared programming, and stronger connections on behalf of our constituents.

The Santa Fe Art Institute, doing business as Midtown Arts and Design Alliance (MADA) LLC, is the project developer and operator. The project has an amazing development consultant and advisor team with national and local expertise in developing, managing, and financing social infrastructure projects as well as award-winning work and expertise in design and construction, energy infrastructure; leasing, marketing, and shared workspace; and legal counsel. This team includes National Development Council (NDC), Homewise, MASS Design Group, Sarcon Construction, Microgrid Systems Laboratory, Co-Fe, and Talia Kosh, Bennett Law Group.

This is a once-in-a-lifetime opportunity to create a larger arts district at the Midtown Site through excellent design and planning. We are thrilled to partner with the City to create a world class arts and design hub that is accessible, equitable, and which serves adjacent neighborhoods and the entire region.