

Project Coordinator

Working closely with the Artistic Director and The Word Leadership Team, the Project Coordinator:

- Helps curate artists and content for citywide projects and special events
- Coordinates logistics of Weekly Word Workshops, Lit Cyphers, citywide jams, Spring Intensive, WordFest, trainings, professional development and other events, including:
 - booking locations
 - scheduling teaching artists, guest speakers, and field trips for WWW
 - booking performers, workshop/panel leaders, musicians for special events
 - facilitating signing of contracts developed by Managing Director
 - coordinating food + drinks, writing materials and other materials
 - booking photographer and/or videographer
 - coordinating transportation, bus passes, buses
- Coordinates logistics of poetry chapbooks and album, including:
 - Curating and collecting submissions from students, Wordsmiths, teachers and schools in collaboration with Artistic Director
 - Organizing poems/raps in publication-ready format; editing and proofing text
 - Ensuring final versions of student work are ready for recording
 - Booking studio time & scheduling recording sessions with students
 - Liasing with designers, printers, etc for visual material for chapbook and album
 - Distributing chapbooks & albums to students, schools & other partners
- Meets with Leadership Team every other week to generate tasks & report on tasks done