



Mitskof Dance Troupe
301 Excel St.
Petersburg, AK 99833
www.mitskofdancetroupe.com

Position Title: *Mitskof Dance Troupe (MDT) Building Project Manager*

Pay: \$18/Hour ---- 12-15 hours per week

*Position is limited to the life of the project, with a goal end date of Oct. 31, 2021, but there is potential for future managerial employment

Scope of Position:

The MDT Project Manager is responsible for providing direction and leadership in the development and transition of MDT to our new studio space and building as per the MDT 2021 Strategic Plan. The MDT Project Manager does not need building experience but will need to have a strong sense of leadership, ability to complete grants/grant reporting and have confidence in their ability to communicate and assign tasks. The Project Manager will be the keystone position for all communication between the MDT Board, Staff, committees, contractors and volunteers and in making MDT's dream of moving into our new studio a reality.

Job Duties:

- Acquiring grants and donors for funding the project.
- Establishing and enforcing project timelines
- Establishing and maintaining a master project list/spreadsheet
- Coordinating inputs and assembling project execution plans
- Attending all meetings concerning building and studio development
- Maintaining communication and interfacing between all parties

Key Abilities:

- Effective Communicator
- Excellent Leadership Skills
- Clear Organizational Skills
- Comfortable with Public Speaking & Leading Meetings
- Effective Time Management
- Creative
- Works Well in Team Structure
- Has Experience or Understanding of Grant Writing & Reporting
- Exceptional Writing Skills

Interested applicants should send a resume and letter of interest to the MDT Board President Gina Esposito at gbird09@gmail.com

MDT MISSION STATEMENT: *The Mitskof Dance Troupe (MDT) strives to empower individuals in body and mind through dance education and creative movement. We inspire community wellness and the continued development of performing arts in Petersburg. MDT is a non-profit educational and charitable organization open to all individuals.*