

Honey Pot Performance, Inc.

Work Description: Technology Manager

We Will Chicago Initiative

Job Classification: Independent Contractor
Role: Technology Manager
Reports To: Honey Pot Performance Dramaturgs
Salary/Wage: 22/hr, 100 hours
Duration: August-October

Application Deadline: FOR IMMEDIATE SUMMER/FALL HIRE

[Link to Application](#)

OVERVIEW

[We Will Chicago](#) is a new three-year, citywide planning initiative that will encourage neighborhood growth and vibrancy while addressing social and economic inequities that impair Chicago's legacy as a global city. As the first citywide plan of its type since the "[1966 Comprehensive Plan](#)," We Will's guiding principles will be refined with equity, diversity and resiliency serving as three initial fundamental goals.

Honey Pot Performance is seeking a core group of artists and community organizers to help guide the work of an artist-led public engagement process for the We Will Chicago initiative. This core group will co-create an engagement model alongside Honey Pot Performance addressing the initiative's fundamental goals through research, design, and activation ensuring that We Will Chicago creates a "People First" plan that represents and positively impacts all residents of Chicago.

The implementation of this work will begin Winter 2020 through Summer 2021. All artists, mediums and community organizers are encouraged to apply.

Essential Duties and Responsibilities

Event coordination and operations

- Support Audio and Visual needs for pillar hubs (live engagement phase)
- Troubleshoot, assist and
- Ensure We Will Chicago Hub & Mobile Teams in assigned communities are coordinated, offer seamless engagement events in assigned communities and are set up for success in program / event implementation
- Work with Honey Pot Performance leadership team to develop an engagement model and community tools; establish materials and utilizing data to understand and improve upon program performance and to ensure accountability

- Collaborate with teams across the city to share effective practices and lessons learned, troubleshoot and problem-solve, and leverage resources
- Research, monitor and manage information and/or data in assigned communities and be the primary contact for community stakeholders, residents, organizations and supporters
- Manage and support event data and information collection, reporting, and accountability

Community outreach

- Develop and implement community events throughout the year that meet the needs of the community and develop positive connections between Honey Pot Performance, We Will Chicago and other programs and organizations, and the community that we serve
- Conduct one-on-one and community meetings, to develop a sense of shared community and voice around the 6 pillars of the WWC initiative
- Build collaborative relationships and act as the liaison with community-based organizations, institutions, residents and allies
- Develop and maintain a robust and relevant directory of community members and stakeholders
- Encourage and support members in assigned communities to take an active role in shaping the plan for the city
- Communicate importance of People-Centered approaches in We Will Chicago's work to multiple audiences

Leadership and management

- Act as a public face of the initiative for media, meetings, and events in the community
- Establish and maintain collaborative working relationships with teams across the Honey Pot Performance community and with Hub and Mobile teams
- Offer constructive feedback to Honey Pot Performance leadership team in the spirit of continuous improvement
- Contribute to community culture aligned with core pillars of the We Will Chicago initiative; encourage creativity and innovation; apply an equity lens to all that we do; partner with participants and others to co-create and achieve ambitious, shared goals

Other duties as assigned

Desired Community Technology Manager Assets

- A strong demonstration of competency in organizing or enacting civically engaged projects
- Desire and willingness to collaborate with artists and communities throughout Chicago
- Demonstrated commitment to community service, social justice or civic engagement in artistic practice and/or professional experience
- Demonstrated connection to selected focus neighborhoods (to be determined with larger planning and engagement team)

- Digital and organizational competence
- Strong communication and problem-solving skills
- Strong cultural competency and ability to communicate across multiple cultures
- Event planning and implementation
- Artists with an emphasis on narrative arts (IE: storytelling) or performance-based arts (IE: theater) or civically-engaged arts (IE: creative placemaking) are strongly encouraged to apply