



NOW HIRING

PROJECT MANAGER, ANGOON CANOE CARVING PROJECT

Overview:

This part-time contract position will be responsible for overseeing the successful implementation and completion of the 2021 Angoon Canoe Carving Project.

Time Commitment:

The contract period of performance is May- November 2021, with actual carving taking place approximately August-October 2021. Initial efforts (May- July) will require 2-4 hours per week; and effort during the carving period (Aug- Oct) will likely require 2-3 hours per day.

Roles and Responsibilities:

- Coordinate with Grant Writer, Jon Wunrow, to review all project grants and other funding sources to understand funder expectations and reporting requirements
- Serve as the primary contact with Master Carver, Mr. Wayne Price, to coordinate project dates, lodging arrangements, identification of apprentice carvers, purchase of materials, and other aspects of the project
- Identify lodging for Mr. Price
- Coordinate with Mr. Price and the community to identify a carving site and safe tool storage
- Coordinate with Angoon community leaders and local organizations to promote the project, advertise project dates, and encourage community participation
- Work with Mr. Price to clarify the required commitments for Apprentice Carvers
- Recruit and confirm participation of Apprentice Carvers
- Purchase all necessary materials and supplies, in coordination with Mr. Price
- Oversee grant and project budgets
- Coordinate with local Angoon schools to involve youth in the project as Apprentice Carvers and/or projects assistants
- Coordinate with community leaders and residents to plan an opening ceremony and closing community-wide celebration
- Coordinate with Grant Writer, Jon Wunrow, to complete all required grant reporting

Compensation:

The contractor will be paid \$7,000 over the period of the contract.

To Apply:

Applicants should submit an email expressing interest to info@kootznoowoo.com no later than April 30, 2021. Depending on the number of interested applicants, an interview process will be followed.