

## CREATIVE GROUNDS

### About Creative Grounds

Creative Grounds initiative is powered by a partnership between Borderless and the Washington Park Development Group. Creative Grounds is the organizing platform for community-led design activation projects at the former Anthony Overton school located in Bronzeville. These activation projects seek to reconnect the community with the school in the meantime that the site is fully redeveloped as a business, technology and design incubator. Community activations are focused on cultivating exchange and collaboration - at Overton we prioritize collective work and projects. For the past five years Overton has hosted dozens of collaborative creative projects including art and design installations, workshops, exhibitions, and more recently a mutual aid market, that reflect on the history of the school, celebrate its legacy, and introduce its renewed identity while testing new program ideas.

More about this initiative:

[www.creativegrounds.org](http://www.creativegrounds.org)

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### Work with us as a Programming Manager!

Creative Grounds is seeking a community-focused, collaborative and enthusiastic individual to join our team as Programming Manager. The Programming Manager for Creative Grounds will work closely with Borderless leadership in the coordination and implementation of Community Activations at Overton during the Summer of 2022 at Overton Center for Excellence located in Bronzeville. The Programming Manager is a position designed to support community and design leadership, and will prioritize applicants from the Bronzeville and Southside neighborhoods.

#### What you'll do

- Participate in event design, planning and coordination meetings (weekly); most meetings are anticipated virtual.
- Coordinate and manage logistics of four (4) community activation events
  - Saturday, June 25, 2-5pm
  - Saturday, July 30, 2-5pm
  - Saturday, August 27, 2-5pm
  - Saturday, September 17, 2-5pm
- Manage communications and coordinate with programming partners participating in each event (before/during/after):
  - Artists/Designers

- Community organizations
- Manage communications and coordinate volunteers for each event (before/during/after); activities for volunteers may include:
  - Picking up / transport event materials/items before event
  - Assisting with set up market / signage
  - Moving furniture and objects (tables, stools, trash bins)
  - Greeting / welcome station
  - Orienting / guiding vendors and programming partners during set up
- Coordinate with event vendors (music, food, portable bathroom) for each event (before/during).

### What you'll need

- Required
  - Experience in programming or event coordination
  - Valid driver's license
  - Excellent organization and project management skills
  - Excellent communication skills (verbal, written, email)
  - Extended availability the week leading up to community events outlined.
- Preferred
  - Bronzeville or Southside Resident
  - Access to a car

### Compensation

This position anticipates approximately 40 hours of planning and coordination for each event, and offers a total stipend of \$6,000 to be paid in 5 installments. See schedule below.

Payment schedule will be as follows:

Payment #1: First week of June - or when agreement is signed	\$1,000
Payment #2: First week of July	\$1,250
Payment #3: First week of August	\$1,250
Payment #4: First week of September	\$1,250
Payment #5: Last week of September	\$1,250

### How to Apply

Please complete [this online application](#) by **Monday, May 9 by 5pm**, with the following:

- Two professional references
- Email One-page resume (email to [hola@borderlessstudio.com](mailto:hola@borderlessstudio.com)).

Selected individuals for this position will be contacted the week of May 9, 2022; coordination with the Program Manager for the first event is anticipated to start on May 23.

## **Questions**

If you have any questions, please email with subject line "Creative Grounds Garden Coordinator Position" to [hola@borderless-studio.com](mailto:hola@borderless-studio.com). You can also leave a voicemail at: 773-270-2195. These two forms of communication are monitored once a day – please allow 1-2 days for response.