



March 2021

Muse and the Marketplace Conference Manager

GrubStreet is the leading literary arts center in the country. We are a hardworking and creative bunch and pride ourselves on a warm and supportive work environment. The Muse and the Marketplace Manager position plays a vital role in helping GrubStreet to support our mission.

This role is responsible for managing the organizational planning and execution of GrubStreet's national writing conference, which is our largest convening of the year. The Muse Manager develops and improves systems for processing large volumes of conference information, manages broad communications with all attendees and presenters, manages and works closely with members of the seasonal Muse Team, and brings creativity and a commitment to equity to the work in ways large and small.

This is a full-time permanent position, with some evening and weekend work required (but which will be balanced out with flex time). The Muse and the Marketplace Manager works in our fast-paced, friendly Boston office (currently operating remotely). This position reports to the Muse Director and works closely with the entire Muse team, plus the Marketing, Finance, and Development Teams as needed.

We encourage BIPOC (Black, Indigenous and people of color), LGBTQIA+, people with disabilities, and other communities historically underrepresented in arts administration spaces to apply. GrubStreet strives to dismantle every system, process, or structure that would discourage any person from working with us. We actively seek diversity, equity, and inclusivity because we know that all people are vital and that their stories are our stories.

Muse Main Event (75%)

- Works with Muse Director to plan & execute all operations for GrubStreet's annual Muse and the Marketplace national writing conference. Includes planning logistics, developing materials, posting online information, managing registrations, working with designers, creating master spreadsheets, providing administrative support, coordinating publicity, planning evening events and parties, and managing post-Muse follow-up.

- With Muse Director, researches, builds, refines, and improves all elements of Muse infrastructure, including all databases, website, internal software systems, and other communication technology.
- Works with Muse staff and interns to manage all aspects of attendee registration, including advising on sessions, answering questions, processing payments, creating materials for all attendees.
- Supports the Muse Director's communications with all presenting authors, agents, and editors.
- With the Marketing team, supports and promotes the Muse year-round with class visits, strategic website presence, social media presence, writing targeted emails, drafting monthly newsletters, outreach research, and more.
- With the Finance team, supports and coordinates all elements of financial reporting and follow-up with individual transactions.
- Negotiates and liaisons with other Muse consultants (designers, PR firms, etc.)
- Fully manages at least 3 temporary Muse staffers who are most aligned with role
- Fully manages 1 Muse intern to assist with administrative work
- With the Muse Director, identifies and implements strategies to make the Muse more equitable and inclusive
- Contributes to GrubStreet's anti-racism and anti-bias resources and programming for the wider GrubStreet community

Year-Round Muse Events (25%)

- Plans and executes all elements of the Manuscript Mart Prep Day in January/February
- Plans and executes year-round Muse events that happen at GrubStreet's new space in the Seaport, including potential Muse Fellows events
- Spearheads new offerings of year-round virtual Muse seminars and rebroadcasts (summer 2021 and beyond)

Qualifications:

- Commitment to and enthusiasm for GrubStreet's mission and community
- Strong instincts around equity and inclusion
- Exceptionally strong organizational and communication skills
- Gives great attention to detail
- Articulate in written and oral correspondence
- Prompt, resourceful, and works with alacrity
- Able to multi-task and handle multiple interruptions
- Courteous and helpful, service-oriented

- Catches on to new concepts & is a quick learner
- Willing to seek help & delegate
- Experience handling multiple urgent needs in a high-pressure, event-based environment
- Comfortable learning and exploring new technologies and platforms
- Strong management experience
- Strong experience with MailMerge and database tools

About the Organization

We believe that narrative transforms lives, builds bridges, and produces empathy. By rigorously developing voices of every type and talent, and by removing barriers to entry, GrubStreet fosters the creation of meaningful stories and ensures that excellent writing remains vital and relevant.

GrubStreet, the largest creative writing center in the U.S., annually engages over 8,000 students – both teens and adults – in programs that range from two-hour workshops to year-long graduate-level seminars.

Our teachers are working artists who bring the highest quality instruction and mentorship to storytellers. We also host a major writing conference each year and public storytelling events. The education and networks we facilitate foster a richer local writing scene, with a strong focus on increasing opportunities for writers of color, low-income writers, and teen writers.

Our programs eliminate common barriers to participation in the arts and lifelong learning, and build community among participants. We continue to increase scholarships and provide free writing programs (including bilingual classes) for adults and teens in low-income communities across Boston.

Our programs and offices are currently operating remotely in response to the Covid-19 pandemic.

Position Details

GrubStreet is an equal opportunity employer. We provide a competitive salary and benefits package and a dynamic, collaborative work environment. The salary range for this position is \$50,000-60,000, commensurate with experience.

CONTACT INFORMATION

Instructions: Please submit your resume and cover letter at this link:

<https://airtable.com/shr7iOIxjJZC4Foyp>. If you have trouble or have questions,

please email jobs@grubstreet.org and put “Muse Conference Manager” in the subject line. We will begin interviewing candidates on May 10th, but applications will be accepted and reviewed on a rolling basis. No phone calls, please.

Position Status: Full time, exempt

Position Level: Manager, 2-3 years’ experience needed

Position Reports to: Muse Conference Director

Location: Boston