

Request for Applications Project Manager

The Ramsey Hill Neighborhood Association (RHNA) is seeking a Project Manager (PM) to lead a team involved with creating a 60-minute documentary about the history and resiliency of a Minnesota community, Ramsey Hill Neighborhood in Saint Paul, Minnesota. The work will be done in two phases: Phase 1 will involve the preparation of a project outline, the organization and creation of a pre-application proposal in July 2017, and a final proposal due September 2017 to fund Phase 2, and help in the development of a draft script that will be included in the grant proposal. RHNA and the Producer will have final approval of the script and will work closely with the Project Manager as it is developed.

The resulting documentary production will be screened at events and distributed on social media, YouTube, viewed on personal devices and made available for possible cable or broadcast television.

Duties of this position and the scope of work for **Phase 1** will include:

- convening meetings with the Advisors and the documentary production team
- coordination of the research needed for Phase 1
- overseeing the process of creating the pre-application and application proposals for a project grant
- Participating in the writing of the grant proposal

(Note: **Phase 1** is presumed to require 70 hours at \$50 per hour, not to exceed \$3,500)

Duties of this position and scope of work for **Phase 2** will include:

- planning, scheduling and leading meetings of the Advisors and Producers
- identifying and securing visual images and still photos and securing rights for their use
- acting as RHNA liaison to the selected video production team
- providing ongoing updates to RHNA
- assisting with the preparation of the final report to the funder

The successful applicant should have:

1. exceptional writing and editing skills
2. skill in managing and motivating teams
3. strong organizational skills and attention to detail
4. effective problem-solving skills
5. efficiency in budgeting and scheduling
6. knowledge and experience in the video production process
7. a proven record for managing project on schedule and within budget

Phase 1 is funded and can begin upon selection of the successful candidate, ending with the submission of the grant proposal on September 15, 2017. Phase 2 of the position is dependent on project funding. If funded, work will begin November 1, 2017, and must be finished by November 30, 2018.

Please reply with a resume, writing samples and letter of experience, no later than 4:00 pm on March 24, 2017. Confirmation for the position will occur by March 28, 2017.

Send responses and inquiries to: Dan Reed and Aaron Gjerde
 Ramsey Hill Neighborhood Association
 info@ramseyhill.org

wages as established by the Minnesota Department of Labor and Industry. Specifically, all contractors and subcontractors must pay all laborers and mechanics the established prevailing wages for work performed under this agreement. Failure to comply with the aforementioned may result in civil or criminal penalties.