

PROJECT MANAGER OPPORTUNITY

Location: Philadelphia, PA, Spring Arts, 10th and Buttonwood Street
Compensation: Commensurate with experience
Start: ASAP

ABOUT ARTS & CRAFTS HOLDINGS

Arts & Crafts Holdings is a privately-held, institutionally-capitalized investor and leading developer in the Spring Arts District on the northern edge of Center City Philadelphia. Its Spring Arts Project will activate and change the experience on both sides of the Spring Garden street over the blocks along the former Reading Viaduct from 8th Street to 12th Street. Its real estate investment and development activities will promote and grow a community of artists and craftspeople in a vibrant urban district comprised of multiple mixed use properties including: purpose built artist and craft studios, an eclectic collection of street retail, and commercial office space. Affiliates of Arts & Crafts Holdings currently own in excess of 200,000 square feet of real estate in the Spring Arts District. This role provides a unique opportunity for an ambitious, talented individual to make an impact at a critical stage of the project.

POSITION SUMMARY

PROJECT MANAGER should have a background in capital projects management and experience coordinating complex logistics and implementing creative-oriented construction projects in collaboration with tenants, contractors, subcontractors, & vendors.

ESSENTIAL FUNCTIONS

- Ability to organize and plan a busy workload with hard deadlines
- Exceptional attention to detail and ability to adhere to budget constraints
- Experience with complex project management and negotiating skills
- Ability to creatively and independently develop solutions for project delivery
- Coordinate vendors and subcontractors as well as manage administrative tasks
- Background and interest in sustainable design, arts & culture, design / build, is useful
- Serve as the lead project contact in a tenant/landlord design process including from design development to construction management and delivery.
- Meet deadlines for delivery of leased space to tenants.

EDUCATION & SKILLS REQUIRED

- Demonstrated experience in managing capital projects at various scales up to \$1MM
- Strong project management and organizational skills, with considerable attention to detail and communication skills
- Exceptional interpersonal skills both internally and externally
- Demonstrated ability to take independent initiative and coordinate with various audiences
- Bachelor's degree and a minimum of 2 years relevant work experience

TO APPLY

Please send an email to aaron@ArtsandCrafts.Holdings with the following information:

- Brief explanation of your background and ability to meet the position requirements
- Resume (2 page maximum)