Job Title: Data Manager
Reports To: Managing Director
Supervises: Intern(s)

Art-Reach creates, advocates for and expands accessible opportunities in the arts so the full spectrum of society is served.

The Data Manager collects, organizes, maintains, and reports on all types of data collected for Art-Reach’s Strategic Accessibility Planning and consulting initiatives that serve as part of a three-year grant funded program. Working closely with the Managing Director, the Data Manager plans and executes consultancy opportunities within the program developing workplans and managing resources. They will coordinate and collect data from surveys, interviews, site visits, and other activities required to fulfill the deliverables of consulting projects and the grant funded program. In partnership with the Managing Director and Project Director, the Data Manager will develop tools and resources for efficient data collection for multiple concurrent projects. Additionally, the Data Manager will collaborate with developers to create new tools for data collection and efficient reporting.

Consulting
- Manage the intake, flow, visualization, and reporting of data collected on all projects.
- Coordinate with clients to maintain schedule and project plan for all data collection points.
- Collect data from site visits, assessments, surveys, data collection, and research to ensure project quality.
- Work with internal team members and tools to complete consulting deliverables, and identify external supports as needed to ensure quality and efficiency of final deliverables.
- Research and report disability prevalence data for all projects in the program.
- Prepare presentations, reports, updates, and briefs for mile markers within each project and for the grant funded program.
- Document each phase of the project, program, and process.
- Navigate external relationships with clients, subcontractors, and vendors.
- Stay up to date on currents trends in accessible arts engagement.

App Development:
- Imagine, research, and develop a digital tool for data collection. The tools will support efficient data management, analytics, and reporting.
- Collaborate with App developers in support of the tool’s creation.
- Review and test any tools created, offering feedback for development.
- Utilize new tools as they are created, weaving their use into current project flow.

Candidate Profile
First and foremost, you should have a passion for creating a justice-based world. Art-Reach works hard to create a world where people with disabilities and people experiencing poverty can bring their authentic selves into experiences. The idea ‘nothing about us, without us’ is incredibly important to Art-Reach so people with disabilities and people who have experienced poverty are encouraged to apply.

No one candidate will be perfect for this job. The skills and experience needed to be successful for this job exist on a spectrum. One version of a strong candidate will have some experience with data management and data visualization. Experience with project management, client service, survey administration, and using digital applications. Another strong candidate might not have project management experience at all but they bring a friendly, empathetic,
and problem-solving approach to their work. Another candidate might be early in their career and looking to learn what they can from this role so they can take that experience on to a larger role later in their career.

Familiarity with data collection, and/or a willingness to learn, is going to be really helpful for anyone who enters this role. You will be well positioned for success if you bring knowledge of accessibility, cultural programming, and customer service. Art-Reach uses Neon CRM and Microsoft Office Suite to manage operations. If you are familiar with any of these programs, or others similar to them, we want to hear about it.

Art-Reach does not believe that success is predicated on the academic degrees you possess. As such, degrees are not required for positions at Art-Reach. If you believe your educational experience adds to your candidacy, feel free to tell us why. One more note before we move one. Frequently cited statistics show that candidates with disabilities, BIPOC candidates, women, and marginalized and/or systemically excluded groups apply to jobs only if they meet 100% of the qualifications. Art-Reach is happy to leave that statistic in the past as much as you. No one ever meets 100% of the qualifications. Just apply.

Personal Characteristics:
Strong interest and belief in creating accessibility in the arts and culture community around Philadelphia. A problem solver, with an ability to think creatively and opportunistically. A relationship builder and influencer.

What we are offering:
The annual salary for this position is $42,000. Art-Reach pays 85% of monthly health premiums and matches the first $1,000 of 403(b) savings per year for employees who opt into the employee retirement savings program. Art-Reach employees split their time between the physical office in Center City Philadelphia and at-home offices. Additionally, Art-Reach offers a $20 per month reimbursement per employee for personal internet/phone use. While the organization embraces the flexibility of working from home, some aspects of this role, involve sites visits to various clients in the Greater Philadelphia region.

The Organization:
Art-Reach’s mission is to create, advocate for and expand accessible opportunities in the arts so the full spectrum of society is served. Our programs influence and create systemic change in the cultural sector throughout the Philadelphia region so that people with disabilities have access to the arts. **Art-Reach is the only organization in the Philadelphia region working toward cultural accessibility on a scale that includes over 400 organizational partners, with programs that directly impact over 200,000 people annually.**

Art-Reach's core programs include four areas: large-scale collaborations, education and learning initiatives, arts programming for human service agencies, and consulting. Art-Reach currently runs two large-scale collaborative programs: ACCESS and the Virginia and Harvey Kimmel Family Fund STAMP program. In education and learning, Art-Reach presents free workshops on cultural accessibility through its CAFE series, hosts an annual international conference on cultural accessibility, and conducts trainings, and workshops throughout the year. Art-Reach curates cultural arts programming for regional human service agencies by distributing free and low-cost tickets to theaters, museums, and historic sites, along with highly interactive, design-driven, participatory experiences for people with disabilities through its Kimmel Family ENCORE program. Finally, Art-Reach provides full scale strategic accessibility plans for cultural organizations looking to increase their access initiatives.

At Art-Reach, the way we work is as important as the work we do.
In the same way that Art-Reach centers the communities it serves and responds to their needs, it aspires to center the humanity of its employees and respond to their needs in progressive and empathetic ways.
We value a collaborative process in planning, implementation, and evaluation that includes different perspectives and informs the vision for everything that Art-Reach hopes to accomplish.

We value trust as the root of our conversations, plans, and in the work we do. Trust allows us to have open and honest conversations, facilitates healthy conflict, and creates straightforward evaluation of our work. The trust we have in each other creates accountability for everyone to Art-Reach’s vision.

We value lived experience, perspective, and background of our coworkers, interns, volunteers. We embrace anti-ableism and anti-racism practices to create systemic change through intentional changes in policy, action, and programs.

We value experimentation as our way toward innovation. Along the way we embrace risk and failure as critical components to creating an environment where we continuously learn and grow as we make systemic change happen.

We value choice in how and when we work. Every Art-Reach employee has autonomy to choose when to prioritize their work, their family, or any other commitment that is important to them in ways that allow for their personal, mental, and physical well-being.

We value exploration in professional and personal development through formal and informal learning opportunities. In line with the various ways people absorb information Art-Reach supports its team in pursuit of growth while embracing a community of learning. Art-Reach does not consider formal education as a prerequisite for employment.

We value teamwork and the interrelation of our roles. Art-Reach colleagues understand that their work directly impacts the work of their colleagues. Teamwork between departments is critical to ensure success across the organization.

What to expect in the process:
Step one: All submissions will be reviewed and the initial candidate pool will be formed. Not all submissions will make it into the candidate pool. Once the pool of candidates is established, Art-Reach will setup a brief initial conversation between candidates and a senior member of the Art-Reach team. After those conversations the candidate pool will be reduced and candidates will be notified of their status.

Step two: Remaining candidates will take part in an interview via zoom with the Managing Director of Consulting and one other staff member. After this interview, the candidate pool will be reduced to finalists and all participants will be notified of their status.

Step three: Finalists will meet with the Executive Director and Managing Director of Consulting. This can take place via zoom or in-person depending on the comfort level of everyone involved. The final candidate will be selected after this interview.

Step four: Selection and placement of the final candidate. Placement for this position is anticipated to occur in January/February 2024.

Any changes to this process or its timeline throughout the interview period will be communicated to remaining candidates as soon as possible.

To Apply:
If you wish to explore this position, send us an email at HR@art-reach.org by January 2, 2024, and place ‘Data Manager’ in the subject line. Include a summary of your work experience using any combination of an attached resume, letter, narrative, or any other format that feels comfortable to you.