



JOB DESCRIPTION: ***Pittsburgh is Craft Project Assistant***

Position: *Pittsburgh is Craft* Project Assistant

Classification: Temporary Part-Time, Non-Exempt

Reports to: Executive Director

Work Week

Average work week is 10-15 hours, generally Monday-Friday. Occasional evenings or weekends may be required with an adjusted schedule and advanced notice.

Position Summary

This position will play an active role in supporting the initiative *Pittsburgh is Craft*, including the many facets of partnerships engagement, committee work, and events coordination. The selected candidate will collaborate closely with the marketing and development teams and must be able to work both independently and collaboratively.

Pittsburgh is Craft seeks to bring Pittsburgh's craft community to the forefront and promote Pittsburgh as a national and international craft destination. With more than 15 community partners and growing – the initiative is a collaborative campaign to drive tourism and participation in all that the region has to offer in the field of craft.

Key Responsibilities

- Scheduling Pittsburgh is Craft Advisory Committee meetings and preparing agendas, materials, and meeting minutes
- Finalizing, organizing, and maintaining partnership agreements and related records
- Coordinating with the web developer and project partners to keep the *Pittsburgh is Craft* website current
- Working with partner organizations to schedule and coordinate collaborative programming
- Collaborating with project partners and external designers to develop maps, printed collateral, and wayfinding materials for local and regional campaigns
- Creating and maintaining an annual calendar of events and coordinating participation across project partners
- Assisting with data collection and project tracking to help measure the reach and economic impact of the *Pittsburgh is Craft* initiative
- Assisting with submission of partner invoices to the CC finance department
- Supporting additional *Pittsburgh is Craft* projects and administrative needs as assigned

Qualifications

CC is looking for a detail-oriented, organized, and collaborative person with relevant experience in project coordination, nonprofit or arts administration, community partnerships, or work in a related field.



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A successful candidate will bring:

- Strong organizational, project-management, and time-management skills
- Excellent written and verbal communication skills
- The ability to manage multiple priorities and work independently and collaboratively
- Strong computer skills, including experience with Microsoft Word and Excel
- An interest in Pittsburgh's craft community; familiarity with local craft organizations, artists, or activities is preferred

Requirements & Working Conditions

- Ability to work a flexible schedule, including occasional evenings or weekends, as needed for the role
- Sedentary work that primarily involves sitting and/or standing
- Ability to operate a computer and other office equipment
- Light work that may include moving or lifting objects up to 25 pounds
- Ability to move about the building and between worksites to accomplish tasks

This job description is intended to describe the general nature and level of work performed. Duties and responsibilities may change as organizational needs evolve.

Salary and Benefits

Salary: \$20/hour for an average of 10-15 hours per week

Other benefits include:

- Paid time off and paid sick leave package
- Discount in the Store
- Workshop benefits at Contemporary Craft and Pittsburgh Glass Center

Diversity Statement

Contemporary Craft is an Equal Opportunity Employer. Contemporary Craft is committed to workplace diversity and does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry, or national or ethnic origin in the administration of its employment policies, scholarship programs, and other administered programs and activities.

Selection Process

Applications are due by Friday, August 28, 2026. Selected candidates will be contacted for interviews via email.

How to Apply

Applicants should email a cover letter and resume and three professional references to work@contemporarycraft.org. Please include the position title in the email subject line.