Fellowship Description
This information will be made available to all fellowship applicants. Please type or paste responses directly into boxes below. Boxes will expand to fit.

Organization Name: Cultural Office of the Pikes Peak Region (COPPeR)
Location (City/State): Colorado Springs, CO

Yearlong Fellowship (June 2015-May 2016)
Summer Fellowship (June-August 2015)

About the Fellowship

Title of PIFP Fellow: Community Arts Outreach Coordinator

Primary Responsibilities of PIFP Fellow:

The fellow will be responsible for fulfilling goals around community arts outreach in the COPPeR Strategic Plan, primarily by coordinating our summer outreach schedule to area festivals, staffed by volunteer Arts Advocates. In addition, this position will support production of Peak Radar cultural guides for 2015 and other special projects.

The fellow will oversee COPPeR's summer outreach program, which trains volunteer Arts Advocates to speak with a unified voice and coordinates these volunteers to share resources at our PeakRadar.com arts booth at local festivals and special events. In 2014, our summer outreach program signed up 1,000 new e-blast subscribers to the weekly Peak Radar Picks e-blast, demonstrating how effective this program is at engaging new audience members for our cultural community. The fellow will be responsible for coordinating Advocates to staff these events, reserving booth arrangements with festival coordinators in advance and managing booth content for maximum impact in attracting new audiences to the arts.

Secondly, the fellow will assist in production of Peak Radar cultural guides, the only resources of their kind in our region. COPPeR compiles and produces Peak Radar Pages, a comprehensive guidebook to over 300 cultural organizations, and distributes 5,000 free print copies at community centers, library branches, hotels, the Colorado Springs CVB, Fort Carson's family services unit, cultural organizations, relocation services and more. The Pages is released each summer, so the fellow will support staff in data...
The fellow will be the lead on the popular Free Outdoor Summer Concert Guide, which was downloaded thousands of times its first year and is distributed in hard copy to hundreds of residents.

Other responsibilities, as time permits, will focus on advancing COPPeR's work to create a community united by creativity by assisting the Director of Community Partnerships and Executive Director. Because COPPeR is a small shop, this fellowship is an opportunity to experience nonprofit arts administration, sit in on a nonprofit Board of Directors meeting, etc. for applicants interested in a career in this field.

**How Fellow Will Contribute to Capacity-Building/Systemic Change:**

Until 2006, Colorado Springs was the largest city in the country without a professionally staffed cultural office. COPPeR has been able to make enormous strides and create a major impact in the community since our founding. In 2010, COPPeR completed the first-ever Cultural Plan for the Pikes Peak region. The first objective of the Cultural Plan is to increase engagement, access and participation in the cultural life of the region. The programs this fellowship works with were designed to advance this goal. In 2013, COPPeR launched Arts Advocates, a program aimed at training volunteers to speak with a unified voice about arts in the region.

Peak Radar's audience development work, including the summer outreach program and cultural guides, is critical to our creative community. Over 300 arts nonprofits rely on these programs to reach new patrons. Audience development plays a vital role in the financial stability of the arts sector, the economic development of neighborhoods where cultural events occur, and the cultural vitality of our communities across the region.

This additional staff support will enable COPPeR to advance goals in our strategic plan and the Cultural Plan that have a long-term ripple effect across the Pikes Peak region's cultural landscape.

**Training & Networking Opportunities for Fellow:**

We anticipate the Fellow will be highly visible in the community. The Fellow will work with COPPeR staff, our COPPeR directors, leaders in the arts, elected officials and other community leaders. COPPeR is a member of several professional organizations (from national organizations like Americans for the Arts to local associations like the Chamber and others) and the Fellow will be afforded all opportunities to participate in trainings and networking therein. COPPeR is a broad-based organization with many public/private partnerships designed to engage neighborhoods, underrepresented ethnic minorities, military sites, established arts institutions, emerging groups, community centers, houses of worship, ranchers, teachers, people with disabilities – to raise awareness of the arts to all citizens of the Pikes Peak region. As Community Arts Outreach Coordinator, the Fellow will interact with many populations, including leaders in municipal government, nonprofit organizations, businesses, arts groups and individual artists. As an integral member of a small staff, the Fellow will be trained in
relevant aspects of arts administration and professional office skills.

**Supervision of PIFP Fellow:**
The fellow will report directly to COPPeR’s Director of Community Partnerships, working also with COPPeR’s staff, board of directors, community volunteers and donors.

**Qualifications Sought in Fellow:**

**Required:**
- Excellent people skills and strong customer-service ethos. Confidence in representing COPPeR in person and via phone with key stakeholders in the community.
- Excellent writing, editing and communication skills. The fellow may be expected to edit submitted items on PeakRadar.com for clarity, accuracy and zest, and compose narratives for events, organizations and venues.
- Ability to meet deadlines, manage multiple tasks simultaneously, prioritize duties, and work independently as well as part of a team.
- Ability to problem-solve.
- Respect for a diversity of cultures and arts organizations from small to large, rural to urban.
- High level of comfort with technology and the ability to learn new software.
- Online literacy at a high level to include managing entries on our internal software platforms as well as professional use of social media such as Facebook, Twitter and more.
- This position requires a car for transportation to and from off-site events.

**Preferred:**
- Background in/or appreciation for the performing/fine arts/culture. The fellow must be self-motivated, organized, and adaptable.

**Beneficial:**
- Working knowledge of the Pikes Peak region and its many constituent arts organizations is preferred.

**Skills/Experience Sought in Fellow:**

- Activism
- Advocacy
- Campaigning
- Children’s issues
- Civil rights/social justice
- Coalition work
- Community/political organizing
- Criminal justice
- Customer service
- Finance/business
- Fundraising/development
- Government
- Healthcare/health sciences
- Human services
- Journalism/publications (print/online)
- Law
- Legislative process
- LGBTQ issues
- Politics
- PR/communications
- Public speaking
- Qualitative research
- Quantitative research
- Reproductive rights/freedom
- Social science research/methodology
- Statistical analysis
- TV/radio
Data analysis
Disabilities issues
Disability issues
Domestic violence issues
Economics
Editing
Education
Environmental issues
Event Planning
Film

□ Lobbying
□ Marketing/sales
□ Performing/fine arts

Policy:
□ Education
□ Environmental
□ Fiscal
□ Environmental
□ Legislative
□ Other:

□ Volunteer management

Other:

Other:

Other:

Technology Skills Required:

- Excel
- Power Point
- Publisher
- Graphic design
- Database management
- Constant Contact
- Social media
- Video/film production
- Website design

Certifications Required:

- WFA
- WFR
- First Aid
- CPR

Other:

Language Skills Required:

- Spanish

Other:

About the Organization

Organization’s Website:  www.coppercolo.org
                        www.peakradar.com

Organization’s Mission and Goals (primary activities & projects):

Mission: Connecting residents and visitors with arts and culture
to enrich the Pikes Peak region

Vision: A community united by creativity.

The 3 Pillars of Our Work:

INVITE

Peak Radar Audience Development: PeakRadar.com ● E-Blast ● Guides ● Outreach Events
At COPPeR, we invite residents and visitors to experience local arts & culture through a variety of channels: PeakRadar.com, the Peak Radar Picks weekly e-blast, Peak Radar Guides, easily accessible resources at our Walk-In Arts Information Space, festival outreach booths, and social media. We know that arts & culture make our community an exciting place to live, work, play, and visit.

EDUCATE

Trainings ● Research ● Presentations
At COPPeR, we educate and advocate for our local artists and arts organizations in a variety of ways: professional development workshops, trainings about national best practices, research on the economic impact of the area’s cultural sector, and relationships with elected officials and civic leaders. We know that a strong, well-informed, and unified voice will help to ensure a healthy creative community.

CONNECT

PUBLIC INTEREST FELLOWSHIP PROGRAM
226 Worner Center, 14 East Cache La Poudre Street, Colorado Springs, Colorado 80903-3298
Lani.Hinkle@ColoradoCollege.edu  719-227-8175 tel  719-389-6804 fax  www.CCpublicinterest.com
Number of Staff: 1 FT, 2 PT

Organization’s Non-Discrimination Policy Statement:

BYLAWS OF THE CULTURAL OFFICE OF THE PIKES PEAK REGION
A COLORADO NON-PROFIT CORPORATION
ARTICLE I

Name, Offices and Mission

Section 5. Nondiscrimination. The corporation promotes equal opportunity by employing personnel, appointing directors and awarding contracts without regard to race, creed, color, religion, national origin, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status or marital status.

Updated March 17, 2011

Is there anything else a fellow should know about the organization?