

Director – The Hive

Position:

Director, The Hive

Reports to Mayor

Responsibilities:

- Serve as primary point of contact for development and coordination for creative engagement space
- Have regularly scheduled open hours for The Hive
- Work with local, Fort Wayne, northeast Indiana and state art resources, organizations, etc., to identify and schedule programming for the first floor space; classes, presentations, opportunities for The Loft tenants and the community
- Develop and implement a plan to promote the creative engagement center and art initiative in Decatur
- Collaborate with Biggs Property Management to identify volunteer opportunities for The Loft tenants
- Manage The Hive's social media presence
- Participate in local/downtown promotions and activities as a regular downtown business would
- Make sure The Hive has the tables and chairs ready for event rentals and is clean before the rental time

Details:

- Work up to 25 hours a week
- \$15 an hour