

# CultureHouse Kendall Team Member

**Duration:** 5 months (November 1, 2019 - March 31, 2020)

**Location:** 500 Kendall Street, Cambridge

**Time:** 20 hours/week (primarily nights and weekends)

**Rate:** \$15/hour

## Job Description

Are you passionate about public space? Want to be involved in operating and developing a start-up nonprofit? Join the CultureHouse team! We are searching for a part-time contract team member/rockstar for our Kendall Square pop-up to staff the space and lead events. As a small team, we work closely together and think on the fly. We are looking for a self-starter who is excited to work in a dynamic environment.

Responsibilities include:

- Staffing the pop-up space
  - Greeting visitors, answering questions, serving coffee and tea, maintaining a clean and comfortable space
- Coordinating events and public programs
  - Developing program ideas, communicating with community partners, event planning and promotion
- Developing and scheduling content for our social media and newsletter

Anyone who is driven and passionate about creating spaces for people is welcome to apply.

## About CultureHouse

CultureHouse is a nonprofit organization that improves livability in local communities by facilitating the creation of public social infrastructure through the transformation of unused spaces into vibrant places to work, play, and foster connections. We currently operate a pop-up community space in Kendall Square, Cambridge. You can learn more about our work at [culturehouse.cc](http://culturehouse.cc).

## Application

To apply, email Allie at [allie@culturehouse.cc](mailto:allie@culturehouse.cc) with your resume and cover letter.

We know there are great candidates who may not fit into what we've described above, or who have skills we haven't thought of. If that's you, don't hesitate to apply and tell us about yourself. We are committed to diversity and building an inclusive environment for people of all backgrounds and ages. We especially encourage members of traditionally underrepresented communities to apply, including women, people of color, LGBTQ people, and people with disabilities.