

# Job position opening for Development Manager

**Clockshop**  
2806 Clearwater Street  
Los Angeles CA, 90039

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Clockshop is a multidisciplinary arts organization in Los Angeles that creates new conversations about art, politics, and urban space. We commission work by artists and writers, curate inclusive public programs about pressing social and political issues, and collaborate with institutions to strengthen the social fabric of our community and the world beyond.

Our core activity is the production of year-round commissions, conversations, and community events. We also bring this mission to our partnership with California State Parks on the Bowtie Project, an underused public space along the Los Angeles River. Together, we help our community realize its agency in shaping the future of the city.

## Commitment

2–3 days per week (14–21 hours)

Development Manager works at Clockshop office

Compensation will be determined depending on experience

Clockshop is a small, collaborative organization. As such, some responsibilities will overlap with other roles

## Roles and Responsibilities for Development Manager Position

### DEVELOPMENT:

- Support Clockshop's development efforts by taking the lead on all grant applications, including drafting copy, collating and editing supplemental material, liaising with artists to acquire necessary material, and liaising with funders as necessary in the lead-up to submitting applications
- Researching and identifying grants for future applications, maintaining a calendar of approaching deadlines and informational sessions
- Maintaining a record of all Clockshop's active and pending grants, including details of reporting requirements and payment statuses
- Overseeing all grant reports, including liaising with Clockshop team members to gather supporting data, media and testimonials
- Supporting the Director with the creation of proposals for Clockshop's private donor base including drafting and editing copy and assisting with the selection of supporting media

### ADMINISTRATIVE:

- Taking the lead on drawing up contracts and agreements with artists that Clockshop is working with, and liaising with artists to secure agreements, invoices and other supplemental information

### COMMUNICATIONS:

- Supporting the Communications Director with reviewing, editing and on occasion drafting copy for Clockshop's website, press releases and print marketing

### CURATORIAL:

- Supporting the Director and other team members by contributing to project design and planning, and helping to build relationships with artists and partners as necessary

### EVENTS:

- Working with the rest of the Clockshop team under the Public Programs Coordinator's guidance to perform set-up, breakdown and guest services for events at the Bowtie Project, Clockshop's home venue, and partner venues

Please send a resume, a short letter of interest, and two references to:  
[info@clockshop.org](mailto:info@clockshop.org)