

# Z PUPPETS ROSENSCHNOZ

## DEVELOPMENT RESEARCH ASSOCIATE

### JOB DESCRIPTION

#### SUMMARY

Z Puppets is seeking a 3-month, project-based Development Research Associate to support online and live programs focused on Cherokee Language Revitalization. The Development Research Associate will report to the two Creative Directors, Shari Aronson and Chris Griffith, enrolled member of the Cherokee Nation.

This Independent Contractor position averages 15 hours per week, for a period of up to 15 weeks @ \$30 hourly. Hours are flexible, with regularly scheduled online meetings with Z Puppets' Creative Directors.

Indigenous People and People Of Color encouraged to apply.

Please email resume and cover letter by September 8th to: [chris@zpuppets.org](mailto:chris@zpuppets.org)

#### RESPONSIBILITIES MAY INCLUDE:

- Research national, regional, state and local funding sources for creating and expanding virtual and live programming of Z Puppets' Cherokee Language Revitalization Initiative.
- Create database and analyze potential of each source.
- Outline a Development Calendar spreadsheet, with funding requirements and application details.
- Research national, regional, state and local presenters and platforms for booking virtual and live programs.
- Develop a spreadsheet of potential venues including contact information, booking profiles and timeline.
- Assist in preparing materials and drafting proposals and pitches.
- Initiating contact and follow ups with potential funders and presenters.

#### ABOUT Z PUPPETS ROSENSCHNOZ

Z Puppets leads people of all ages and abilities into the power of playfulness and feats of imagination through performances and workshops. With a mix of hand crafted puppetry, live music and quirky humor, they delight children and adults by transforming complex concepts into fun, meaningful arts experiences.

Co-founders and Creative Directors of Z Puppets Rosenschnoz, Shari Aronson and Chris Griffith have created and toured over 25 original family-friendly productions and a gajillion workshops, since 1998. Z Puppets has won national and regional acclaim for their work in four main initiatives: Arts and Mindfulness, STEAM, Puppetry and Arts for All Abilities and Cherokee Language Revitalization.

[www.zpuppets.org](http://www.zpuppets.org)

#### QUALIFICATIONS

- At least 3 years of professional experience in arts or nonprofit sector
- Excellent verbal and written communication
- Strong people skills and social savvy
- Proficiency in and aptitude for databases, on-line apps and multiple cloud platforms
- Direct experience or coursework in development or grant research a plus
- Cultural Competency: understanding of and facility working across a variety of cultures

#### DESIRED QUALITIES

- Self-motivated and able to work independently
- Highly organized and efficient with supreme attention to details
- Energetic
- Flair and zeal for creative problem solving, multi-tasking and prioritizing
- Talent to see the trees and a path through the forest

#### DIGITAL PLATFORMS

Google Docs, Google Drive, Google Calendar, Asana (project manager), Candid/Foundation Center Database