



# Twin Cities Pride

a minnesota nonprofit corporation

Job Title: Teen Scene Manager	Reports To: Executive Director
Department: External Relations	
Revision Date: July 2011	

## Position Overview

The Teen Scene Manager shall serve as the key contact for all activities of Twin Cities Pride related to the Teen Scene at the Pride Festival. The goal of the Teen Scene is to create a safe, welcoming space for GLBTA teens while sharing the local resources available to them.

## Duties & Responsibilities

- Research and identify Teen-related organizations to participate
- Coordinate schedules of organizations tabling in the Teen Scene
- Determine TC Pride's ability to host the Regional Pride organizations at the TC Pride Festival and Parade
- Primary point of contact for Regional Pride representatives
- Work with Executive Director and others to determine materials and set up needed for Regional Pride presence at TC Pride

## Requirements

- Proven leadership and organizational ability
- Ability to work as part of a team to create a successful event
- Interest in working with grassroots organizations across the region
- Ability to represent Twin Cities Pride in a professional manner, modeling organizational values
- High level of detail orientation
- Excellent communication skills
- Ability to prioritize and complete tasks in a fast-paced environment
- Ability to follow instructions
- Computer knowledge
- Excellent written, oral, and interpersonal skills
- Ability to think creatively and solve problems effectively

## Approximate Time Commitment

- 1-2 hours per week until February
- 5 hours per week February – May
- 10 hours per week in June
- Availability to attend various Pride festivals throughout the summer and fall
- TC Pride recap in July

NOTE: This job description is not intended to be all-inclusive. Incumbent may perform other related duties as determined to meet the ongoing needs of the organization.

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It is the mission of Twin Cities Pride to commemorate and celebrate our diverse heritage, inspire the achievement of equality and challenge discrimination.