



Remake Learning Days

Project Manager - RLD Across PA Festivals

Background: As a signature program of [Remake Learning](#), [Remake Learning Days](#) (RLD) began in the spring of 2016 in Southwestern PA as a celebration of innovative experiences and opportunities for youth to develop their sense of creativity, perseverance and curiosity and share in their learning experiences with their parents and caregivers. Over the years, Remake Learning Days has taken off with over 15 festivals across Pennsylvania, throughout the United States, and internationally.

RLD showcases regional learning opportunities with festival events hosted by schools, museums, libraries, after school organizations, early child care centers, parks, universities, media centers, tech startups and more. Events are designed to be hands-on, relevant and engaging educational experiences for youth of all ages (pre-K through high school) and their families, caregivers and educators. The majority of events are free and are organized by different learning themes such as: Arts, Maker, Outdoor Learning, Science, Technology and Youth Voice. In addition, there are Professional Development sessions for school, out-of-school, child care and non-traditional educators. Families, youth and educators can search events on the RLD website by date/time, location, learning theme, age group, and more.

RLD Across PA works in partnership with the Pennsylvania Department of Education and other stakeholders to deliver a successful family-friendly festival.

Role Overview: From December 1, 2024, to June 30, 2025, the Project Manager - RLD Across PA Festivals, will serve as an independent contractor, working with the Remake Learning Days Producers to manage festival logistics for RLD Across PA. The Project Manager will oversee deliverables, coordinate regional festival activities, and ensure completion of project milestones. This position requires residency within Pennsylvania and travel across the state as necessary to achieve project objectives. RLD Across PA takes place from May 1-23, 2025.

Scope of Work: Responsibilities of Project Manager - RLD Across PA Festivals include the following deliverables and outcomes:

Deliverable 1: Regional Leaders

Oversee and support RLD PA regional leaders across 7 regions. Responsibilities include:

- Managing regional service agreements and invoicing processes
- Monitoring and ensuring adherence to deliverable timelines and budget allocations
- Conducting monthly progress reviews (PA-wide and one-on-one as needed)
- Overseeing event submissions by February 2025, with a target of 1,000 events statewide
- Coordinating and advising on regional and statewide marketing initiatives for RLD PA festivals

Deliverable 2: Festival Hosting

Take ownership of host engagement and festival support, including:

- Soliciting and onboarding event hosts
- Coordinating the distribution of host awards to selected event hosts
- Sharing and adapting provided marketing content for event hosts as needed
- Attending festival events across PA between May 1 - 23 as required for support and documentation

Deliverable 3: Community & Family Outreach

Execute community engagement and outreach initiatives, including:

- Assisting with the virtual fall RLD PA events
- Establishing outreach connections with family-focused organizations to promote RLD festivals across PA
- Creating and adapting community outreach materials using RLD-provided Canva templates

Deliverable 4: Marketing & Website

Manage aspects of marketing and website support:

- Coordinating with videography, photography, and PR teams to create PA-specific materials, local press releases, and other media
- Assisting regional leaders with troubleshooting and reviewing event host submissions for the website
- Updating and refining website pages for PA regional festivals, including partner pages and event badges

Deliverable 5: Reporting & Evaluation

Provide outcome-based reporting to relevant stakeholders:

- Compiling updates for the Pennsylvania Department of Education (PDE) as required
- Conducting analysis on evaluation tools, such as tracking event metrics by region, county, and IU; categorizing event hosts and types
- Supporting the survey distribution and collection process, including Career Ready PA Backpack Challenge surveys, event host surveys, and attendee surveys
- Preparing summary reports for PA regional outcomes and overall impact

Skills Required:

- Strong project management
- Strong communication and writing skills
- Comfortable with networking
- Strong financial management skills
- Attention to detail
- Experience with software programs including: Google Suite, Eventbrite, Canva, Wordpress and Zoom
- Ability to work under tight timeliness

Other Requirements

This independent contractor position requires flexible travel to various Pennsylvania locations several times monthly from December 2024 to June 2025 to ensure project deliverables are met.

Fee: The contractor will receive a fixed project fee of \$30,000, distributed in monthly installments based on deliverable completion and project milestones, from December 2024 through June 2025.

Will need PA [clearances](#).