

# Project Administrator Contract

V.3 2026-10-02

## Introduction

This is a proposal from the Inkscape project leadership committee for contracting a part-time administrator to help run the facilities of the project.

This focus is on boosting the project's capacities to support volunteers, attract funding and improve stability and manage certain paperwork heavy processes that allow others to do their work more easily. Job responsibilities are detailed below.

## Part-time hours

The contract will be for **20 hours** of work per week, for a contract term of **six months (24 weeks)** from the time the contract is signed with the SFC. This is a total of **480 hours** for the contract period.

## Responsibilities

The project administrator shall be responsible for and self-organised in the following jobs:

- **Fund raising**, to help with stability of project funds, organise and promote the project's fundraising campaigns and work with various teams to improve the capacity of funding.
- **Contributor promotion**, communicating and inviting others to communicate the state of the project, and invite new contributors from outside to engage the project.
- **Release coordination** with the developer team, to ensure releases are scheduled and all teams are aware of dates and schedules involved in a release.
- **Issues management** with a view to improving the flow of issues from reporters to programmers and helping people test and prioritise issues important for releases.
- **Other coordination** and work to help the project, infrastructure assistance, documentation writing and social media posting etc.

All hours are expected to be active hours engaging in these tasks, and the contractor is expected to prioritise the work based on the needs of the project in coordination with the project leadership committee and SFC contacts.

## Payments

The project will use the SFC's standard hourly rate for the given contractor's location, or the standard contract rate where a specific variant isn't defined.

Invoices to the SFC's payment bug tracker will be done once per month, every month. If there is any

disruption to availability the project and SFC should be informed as soon as possible.

## **Budget**

The current maximum known hourly rate at the SFC is **\$75 per hour** (as of 2024) and a total of **480 hours** is requested for this contract. This requires the budgeting of **\$36,000** for this project.

## **Extension**

The project leadership committee will be able to decide to extend this contract repeatedly, should it prove to be successful and possible to continue.

## **Evaluation**

A monthly blog post will be required to detail the work that has been done, even if the work is incomplete or long term an effort should be made to communicate and report to the wider community how the project is being administered and what goals are being prioritised.

Team leaders and others in the project will be asked to confirm if the project administrator has been helpful to their work, and the work of the contributors in their project.

The PLC will review fund raising efforts for success.