

## Arts Festival Operations Manager Job Description

The Park City Kimball Arts Festival is hosted by the non-profit Kimball Art Center and Park City Municipal Corporation. Since 1976, the Park City Kimball Arts Festival mission has been to facilitate connection and inspiration for the Park City community and the participating artists.

Kimball Art Center's mission is to inspire and connect through art. We believe art should be accessible to all and that art plays a critical role in the overall success of the Park City community. That's why we provide art education in Utah schools at no cost, offer thought-provoking exhibitions in our galleries, and host a number of annual community events.

**Summary:** The Arts Festival Operations Manager is an occasional/seasonal employee of the Kimball Art Center. The position provides operational execution of the annual Park City Kimball Arts Festival. This position directly interacts with all levels of staff, board, artists, the public, and local government officials. The Operations Manager is visible and provides vital support to the Events Manager, and other departments as needed.

**Classification Level:** Occasional/seasonal March 16th-August 15th, Salary Exempt (Administrative)

**Reports To:** Events Manager

**Supervisory Responsibilities:** Arts Festival temporary operations staff and volunteers (approximately 30 staff members)

**At-will Employment:** The Operations Manager will be employed on an at-will basis, meaning that either the Operations Manager or the Kimball Art Center may terminate the employment relationship at any time and for any reason. No one at the Kimball Art Center is authorized to expressly or impliedly promise that employment will be continued for any period, unless it is pursuant to a written agreement signed by the Executive Director of the Kimball Art Center.

**Responsibility areas include (but are not limited to):**

**Approximate TIME**

<b>Arts Festival</b>	<b>100%</b>
<ul style="list-style-type: none"> <li>● <b>Festival event strategy and coordination, including participation in Festival planning meetings and Festival debrief.</b></li> <li>● <b>Arrange for and manage the following permitting and communications:</b> <ul style="list-style-type: none"> <li>○ PCMC Special Events Permit, PCMC Special Events License, PCMC Supplemental Plan, PCMC Signage Plan, Summit County Mass Gathering permit, PCMC Noise Variance permit, DABC permit, fee waiver application and all requests for emergency services (fire, EMS, police).</li> <li>○ Communications with Park City Fire District representatives to meet and maintain adherence to fire code regulations.</li> <li>○ Contracts and permits with Park City Municipal Corporation, Park City Fire District, Park City Police, Summit County, waste and recycling services, event suppliers, security personnel, and other organizations.</li> <li>○ On-site contract for fire/police and city personnel during the event.</li> </ul> </li> <li>● <b>Update Festival load-in schedule per approved layout and provide this schedule to KAC no later than two months before the event.</b></li> <li>● <b>Update Supplemental Plan, including but not limited to: Artist load-in schedule, zone</b></li> </ul>	



elements, parking, street closures, services & usage map no later than June 5<sup>th</sup>.

- **Arrange for Main Street markings indicating artist, sponsor, and vendor booth assignments.**
- **Manage load-in and load-out of artists, vendors, sponsors, and Festival activations.**
- **Manage and train assigned staff.** Assist Event Manager in creating staffing outline (positions needed, shifts, pay rates, etc.). Lead the hiring process for all temporary staff in compliance with KAC guidelines.
- **Manage vendor orders** including but not limited to: Diamond Rental, Honey Bucket, radios, golf carts, trash, recycling, and security. All expenses will be authorized by the Event Manager prior to completion per KAC company policy.
- **Oversee the delivery, set up, and return of all KAC-owned, rented, and borrowed infrastructure including but limited to:**
  - Diamond Rental items
  - Portable restrooms
  - Golf carts
  - Handheld radios
  - Ops trailer (KAC owned)
  - KAC Festival supplies
  - Shade umbrellas/tables (KAC owned)
  - Spider boxes & cables (borrowed from PSSM)
  - Bike valet racks (borrowed from PSSM)
  - Refrigerated truck
  - Trash and recycling receptacles
- **Manage the physical set-up and tear-down and correct placement and set up of Festival infrastructure throughout event footprint, including but not limited to:**
  - Entry gate tents, tables, chairs
  - Kids area (or alternative activation) tents, protective floor covering, tables, and chairs
  - Sponsor tents, tables, chairs, and electricity
  - Rented artist tents, tables, and chairs
  - Rented vendor tents, tables, and chairs
  - All barricade fencing for Festival footprint
  - Music stages
  - Bike valet
  - Transfer Festival items from KAC to Festival and back to KAC
  - KAC provided shade umbrellas, tables, and other supplies
  - Operation's compound including packing and unpacking operation's trailer
  - Artist staging area (Deer Valley) including tents, tables, chairs, water, automobile markings, and signage
  - Festival parking areas including marking, wayfinding, signage, tents, tables, and chairs
  - Hang, place, or post all event signage according to the approved signage plan (provided by KAC). This includes signage requested and provided by sponsors.
- **Ensure electricity and/or water to areas designated in KAC-approved operations plan.** *Water and electrical needs must be communicated in advance and appropriate approvals confirmed.*
- **Post-Festival clean-up in compliance with contractual obligations to City and partner**

**landlords for clearing the Festival, including but not limited to:**

- Coordinate and ensure return of all KAC-owned, rented and borrowed equipment including but not limited to:
  - Diamond Rental items
  - Portable restrooms
  - Golf carts
  - Handheld radios
  - Ops trailer (KAC owned)
  - KAC Festival supplies
  - Shade umbrellas/tables (KAC owned)
  - Spider boxes & cables (borrowed from PSSM)
  - Bike valet racks (borrowed from PSSM)
  - Refrigerated truck
  - Trash and recycling receptacles
- Remove and return all signage to KAC
- Strike entire Festival footprint, including all parking lots, entry gates, artist staging area(s), artists and volunteer lounges, kids' area, operations compound, hauling leftover trash and recycling, etc.

**Other**

- All documents, drawings, methods, calculations, processes, plans, and other work product created or modified during employment are the property of Kimball Art Center.
- Provide support for KAC activities as needed.

**Other Duties**

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Qualifications/Education:**

- 10+ years experience managing operations for multi-day events with attendance of 20,000+.
- The position requires a proven track record of success and a current conceptual knowledge of event operations management
- Must be dependable, professional, hard-working, detail-oriented, comfortable interacting with people in potentially challenging situations and keeping calm
- Ability to maintain confidentiality in matters of the Kimball Art Center
- Self-directed individual; highly adept at working with peers from a variety of disciplines within and outside the organization
- Ability to organize and manage multiple priorities
- Excellent communication skills, both written and oral
- Excellent social skills in interactions with staff, board, artists, donors and prospects
- Comfortable in a mission based, resource-limited environment
- Commitment to a positive, fun and team-oriented working environment

**Work Environment**

This job operates in a professional office environment, off site venues and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and AV equipment. Some ladder use may be requested. Must be able to lift 50+lbs. Evening, weekend and occasional holiday hours may be required for events. This position can be remote. The employee must be present in Park City, UT from August 1-15th.

**Compensation and Benefits**

DOE



**The Kimball Art Center reserves the right to modify this job description as needed. This job description is not a contract of employment and may be adjusted to include other duties and responsibilities as assigned by the supervisor.**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_