

SUMMER EVENTS COORDINATOR JOB DESCRIPTION

Summary: The Summer Event Assistant requires a commitment of 10-15 hours per week at the Kimball Art Center. Ability to work all scheduled events, including the Park City Kimball Arts Festival - August 6-8th, is also required. The position assists in the preparation and data management for the Arts Festival, has an active event management role during Arts Festival, directly interacts with all levels of staff, board, Artists, sponsors, vendors, and the public, and is visible and provides vital support to the Events Manager, Operations Manager, and other departments as needed.

Classification Level: Temporary Hire

Reports To: Events Manager

Supervisory Responsibilities: N/A

Responsibility areas include (but are not limited to):

Approximate TIME

Event Management

65%

- Arts Festival
 - Assist with maintaining the sponsor tracking grid
 - Maintain all Artist tent order tracking
 - Be main point of contact for all food trucks/artisan tasting vendors, including follow-up on all deadlines associated with vendors
 - Assist with connection/communication and tracking for all Dining Deck participants
 - Assist with connection/communication for all sponsors
 - Work with marketing team to oversee social outreach and marketing item design and production
 - Help with post event assessment after event. Includes gathering and consolidating feedback for staff, board, city officials, and attendees
- Additional events
 - Assist with brainstorming, initial planning and detail planning for events as requested
- Facility rentals
 - Assist with set-up of events as needed
 - Assist with outreach communication plan to increase KAC facility rental awareness
 - Research and manage all potential facility rental website leads

Event Operations

25%

- Arts Festival
 - Assist Operations team with event set-up and break-down and operational needs throughout the festival
 - Point of contact for operational needs from sponsors and food vendors during the festival

Other

10%

- 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:

- Must be dependable, professional, hard-working, detail-oriented, comfortable interacting with people in potentially challenging situations and keeping calm
- Willing to learn and contribute to the success of events
- Excellent communication skills, both written and oral
- Excellent social skills in interactions with staff, board, artists, donors and prospects
- Computer proficiency/technical skills (MS Office, donor/CRM database, spreadsheets, email)
- Comfortable in a mission based, resource-limited environment
- Applicants must be present and available to work in the lead up and implementation of the annual Gala and the Kimball Arts Festival in early August, up to 40 hours during event weeks.

Intern Educational Goals/Learning Objectives:

- Business processes and management of events including:
 - Develop an understanding of event management
 - Client (artist, vendor, donor) relationship and communication skills
 - Database functions and reporting use
 - Marketing information reviews and support
 - Logistical and operational basics
 - Process improvement
 - Business organizational processes including meeting agendas, scheduling, communication
 - Non-profit functions
 - Sales tax requirements

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. Evening, weekend and occasional holiday hours may be required for events.

Compensation and Benefits

\$17.50

This job description may be adjusted to include other duties and responsibilities as assigned by supervisor.

Employee Signature: _____ **Date:** _____