



Gate Manager, Park City Kimball Arts Festival

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's 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.

Job Description

The Kimball Art Center is looking for a customer facing temporary event staff for the upcoming 53rd Park City Kimball Arts Festival (PCKAF). The Gate Manager plans, organizes, and supervises entry gates during the festival.

Classification Level: Seasonal/occasional

Reports To: Finance Director

Supervisory Responsibilities: Yes

Responsibility areas include (but are not limited to):

Approximate TIME

Arts Festival

100%

- Review and update existing gate procedures and controls with Finance Director
- Review equipment needs (computer, Wi-Fi, Goal Zero batteries, radios, etc.) with Finance Director
- Review job description for gate coordinators
- Assist Finance Director in the hire process of gate coordinators/ticket sellers
- Review and communicate volunteer needs for gate locations to volunteer manager
- Complete online training of online ticketing system (Etix) and be proficient at using it
- Organize and train gate coordinators/ticket sellers during 2 training sessions
- Attend volunteer night and train volunteers on tasks during their gate shifts
- Place equipment order, test all equipment prior to festival and assign equipment to gate locations
- Coordinate Wi-Fi and power needs for gate locations with Arts Festival Operations Manager
- Assemble gate coordinators' packages (t-shirt, parking pass, access pass, credentials, parking instructions) and distribute them prior to the festival
- Take inventory of existing gate supplies and order gate supplies (if needed)
- Set up gate bins for each gate location (including supplies, computer equipment, wristbands, cash box (if cash gate), binders etc.) – before start of each festival day
- Review signage plan with Arts Festival Manager prior to festival set-up
- Supervise gate set-up and signage placement before the start of the festival
- Supervise gate operations during the festival, ensure that procedures are followed, trouble shoot Etix and equipment problems, and manage staffing/volunteers needs at individual gates.
- End of day:
 - Set up bins for next day

- Take inventory of gate equipment (computer, scanners, radios, batteries, etc.) and make sure that it is properly charged overnight
- Post Festival
 - Collect feedback from gate coordinators and report this feedback to Arts Festival Manager.
 - Assist with clean-up of gate bins, supplies, and office area used during festival
 - Return rented POS equipment to Etix.

Other

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

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:

- Ability to count and handle cash and advanced computer skills.
- Ability to deal effectively and tactfully with a wide variety of people in correspondence, on the telephone, and in person.
- High-level of customer service skills.
- Attention to detail, high standards, and a passion for accuracy, especially error-free data entry and writing.
- A professional and resourceful style with the ability to work independently and collaboratively in a team environment.
- Ability to resolve practical problems independently.
- Excellent communication skills, both written and oral.
- Must be a proactive, strategic thinker.
- Comfortable in a mission based, resource-limited environment.
- Commitment to a positive, fun and team-oriented working environment.
- Applicant must be 18 years or older, and be able to lift and carry 25 pounds
- Applicants must be present and available to work in the lead up and implementation of the Park City Kimball Arts Festival in early August.

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 the festival. Remote work is not available for this position.

Estimated Work Schedule:

Pre-Festival:

April: 10-15 hours (flexible)
 May: 10-15 hours (flexible)
 June: 10-15 hours (flexible)
 July: 15-20 hours/week
 August 1-4: 8-10 hours/day

Event Days:

Friday – 8/5/2022 9:00am – 11:00pm (14 hours)
 Saturday – 8/6/2022 8:00am – 11:00pm (15 hours)

Sunday – 8/7/2022 8:00am – 10:00pm (15 hours)

Post Festival:

Monday – 8/8/2022 10:00am – 1:00pm (3 hours)

After 8/8: 5 hours (flexible)

Total **estimated** hours: 170 – 215 hours

Compensation and Benefits

DOE

Benefits: N/A

At-will Employment: The Volunteer Manager, Park City Kimball Arts Festival will be employed on an at-will basis, meaning that either the Volunteer 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.

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.

This position is opened until filled. To apply please send a resume and cover letter to uta.cicalese@kimballartcenter.org