



Operations Crew Lead, 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 Operations Crew Lead, Park City Kimball Arts Festival is an occasional/seasonal employee of the Kimball Art Center. The position provides operational support and execution of the annual Park City Kimball Arts Festival. This position directly interacts with all levels of Kimball Art Center staff, participating artists, and the public. The Operations Crew Lead is visible and provides vital support to the Operations Manager, Festival Director, Artist Relations Coordinator, and other departments as needed.

Classification Level: Occasional/seasonal, Salary Exempt (Administrative)

Reports To: Operations Manager, Park City Kimball Arts Festival

Supervisory Responsibilities: N/A

Responsibility areas include (but are not limited to):

Approximate TIME

Arts Festival Event Operations

100%

Pre-Arts Festival

- Assist with preparation for set-up of Arts Festival, including inventory, street marking, etc.
- Assist with set-up of Arts Festival, including moves, deliveries, signage, installations, etc.
- Assist with set-up on Friday morning for Artists
- Assist with set-up on Friday morning for concession stands, gates, booths, etc.
- Deliver and set up supplies and equipment as directed
- Assist in answering questions regarding booth assignments and locations

During Arts Festival

- Assist with delivery of water, drinks and other supplies as directed
- Assist Staff with any needs as directed
- Assist Artists with any needs as directed
- Booth visits, running items, and responding to requests as needed
- Assist with satellite parking lot operations
- Daily reset of Festival
- Answer questions as needed

Post-Arts Festival

- Assist with tear-down of Arts Festival as directed until work is complete and gear stored

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.

Time Record Keeping Requirements

Staff must report time in/out for all work performed at Park City Kimball Arts Festival as follows:

- When arriving to work site as scheduled and prior to beginning work, call/text-in to accounting department phone number as directed
- When scheduled shift is completed and prior to leaving work site, call/text-in to accounting department phone number as directed
- Employee will receive a text message prior to start of Park City Kimball Arts Festival with call/text-in phone number and reminder instructions of above

Qualifications/Education:

- 2+ years event experience
- Must be dependable, professional, hard-working, detail-oriented, comfortable interacting with people in potentially challenging situations and keeping calm under pressure.
- 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.
- 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.

Compensation and Benefits

DOE

Benefits: N/A

At-will Employment: The Operations Crew Lead will be employed on an at-will basis, meaning that either the Operations Crew Lead 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 artsfest@kimballartcenter.org