



Position title: **Art Fair Site Manager**
Reports to: **Art Fair Operations Manager**
Category: **Temporary, part-time, non-exempt**

Job Description:

Assists with the planning, organization and on-site management of outdoor art fairs under the direction of the Art Fair Operations Director, the Art Fair Operations Assistant Director and the Art Fair Operations Manager. This is a temporary position. If interested, please email resume to meccah@theguild.org.

Responsibilities:

- Assists with all on-site aspects of art fairs
- Assists with the move-in and move-out of art fair exhibitors, sponsors and vendors
- Monitors on-site traffic:
 - Responsible for locating vehicles according to regulations
 - Responsible for making sure correct permits are displayed
 - Responsible for maintaining move-in schedule
 - Responsible for restricting non-exhibitor vehicle access according to regulations
- Assists with the management of on-site volunteers
- Maintains merchandise booths
- Maintains information booths
- Maintains artist hospitality tent
- Maintains special art fair components including but not limited to art demonstrations, performance stage and children's activities
- Resolves conflicts as appropriate
- Represents the Guild in a professional manner
- Assumes authority, when needed, for all on-site decisions in the absence of the Art Fair Operations Director or Art Fair Operations Manager
- Assists with other event-related duties as assigned

Qualifications:

- Excellent communication skills
- Ability to interact effectively with staff, membership, the public, the board of directors and volunteers
- Strong organizational skills and attention to detail with a proven ability to manage multiple tasks and priorities, plan ahead, anticipate and articulate program needs, and work independently
- Able to work well in a fast paced, high-pressure environment
- Excellent ability to identify problems and discover solutions; able to resolve conflicts in a calm and professional manner
- Well organized, punctual, and dependable

Special Requirements:

- Able to work long hours, out-of-doors, maneuver through crowds, in all weather conditions – including heat, humidity, rain or other inclement conditions
- Able to lift 50 pounds