



Position title: **Event Operations Coordinator**  
Reports to: **Executive Director**  
Category: **Part-time, non-exempt**

**About The Guild:** [The Guild of Artists & Artisans](#) (The Guild) is a non-profit, membership association of independent artists founded in 1970 in Ann Arbor, Michigan. Its mission is to promote community awareness, understanding and appreciation of the visual arts and to maintain a support network for artists, which provides educational, mentoring and marketing opportunities. It furthers this mission by: producing six fine art fairs annually, managing The [Gutman Gallery](#), and working with young artists in The Guild's [Emerging Artist Program](#)

**Job Description:** Assists with the planning, organization and on-site management of outdoor art fairs under the direction of the Executive Director. This is a part time position with the potential to grow into a Full Time Management Position in 2024.

#### **Responsibilities:**

- Support Executive Director by: preparing mailings, completing inventory & archiving of old merchandise, distributing fair related materials including posters and postcards, working with vendors to confirm event contract/deliveries/supplies, obtaining donations to support artist and staff hospitality, and other duties as assigned
- Volunteer and Temporary staff recruitment, scheduling and training
- Management of onsite temporary staff and volunteers
- Assist with the move-in and move-out of art fair exhibitors, sponsors and vendors
- Logistical planning for all events including preparing maps for artists, sponsors, and all vendors
- Support the operations of fair programs and activities including: supplies, electricity, set-up, and clean-up.
- Troubleshoot operational issues onsite
- Represent the Guild in a professional manner
- Assist 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

- Working knowledge of Google and Microsoft programs
- Excellent ability to identify problems and discover solutions; able to resolve conflicts in a calm and professional manner
- Well organized, punctual, and dependable
- Ability to remain calm and courteous in high stress situations
- While not required, a knowledge of tools and basic repairs is helpful

**Special Requirements:**

- Able to work long hours, outdoors, rapidly maneuver through crowds, in all weather conditions – including heat, humidity, rain or other inclement conditions
- Able to lift approximately 50 pounds
- Ability to operate a truck and outdoor event experience a plus

**Compensation:** Hourly rate of pay starting at \$18 per hour. Time and a half for overtime over 40 hours in a week.

**Additional Perks:** Hands on experience in Large Scale Event Planning, Non-profit arts Management, and the ability to engage with artists and community members.

**Eligibility:** Interested individuals over the age of 18 are eligible for positions. The Guild provides equal opportunity to its applicants.

**Schedule + Time Commitment:** 20 hours per week average with full time hours during events. Must be available to work all weekends of events.

**Transportation:** The Guild of Artists & Artisans is located at 118 N. Fourth Avenue in downtown Ann Arbor. It is accessible to nearby public transportation, parking, and street parking in nearby neighborhoods. At this time, The Guild does not provide parking passes to any of the paid lots. Transportation is the responsibility of the employee.

**Apply:** Please submit your resume and cover letter in PDF format to Karen Delhey, Executive Director, at [karen@theguild.org](mailto:karen@theguild.org). No phone calls please.

**Deadline to Apply:** March 1, 2023