



Position title: **Event Operations Manager**
Reports to: **Executive Director**
Category: **Exempt**

About The Guild: [The Guild of Artists & Artisans](#) (The Guild) is a non-profit, membership association of independent artists founded in 1973 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 eight fine art fairs annually, managing The [Gutman Gallery](#), and working with young artists in The Guild's [Emerging Artist Program](#)

Job Description: Instrumental in the planning, organization and on-site management of outdoor art fairs under the direction of the Executive Director. This position oversees the Operations Coordinator as well as the Temporary Staff and Volunteers.

Responsibilities:

- Oversees all logistical aspects of Guild events before, during, and after each event
- Oversees the Operations Coordinator
- Works with the Operations Coordinator to design logistics around all Guild events. This includes load in and load out procedures for artists, sponsors, food vendors, etc.
- Volunteer and temporary staff recruitment, scheduling and training for all Guild events
- Recruits, contracts with and manages food vendors for all Guild events
- Program development for all events including musician/performer recruitment, scheduling, and art activities
- Oversee Operations Coordinators onsite management of temporary staff
- Onsite management of Volunteers
- Work with event vendors annually to negotiate contracts for services
- Prepare logistical maps for all events using Visio, Illustrator, or other platform
- Oversee onsite mapping of events
- Support the operations of fair programs and activities including: supplies, utilities, set-up, and clean-up.
- Work with Artist Relations Director and Senior Director of Marketing and Partnerships to assist with artist and sponsor needs during events
- Troubleshoot operational issues onsite with the Operations Coordinator
- Solicit food donations for artist hospitality for each Guild event
- Maintain the operations storage area in the Guild basement
- Represent The Guild in a professional manner
- Assist with other event-related duties as assigned

Qualifications:

- Excellent communication skills
- Skilled at supervising people and managing complicated situations
- 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
- Some overnight travel as needed

Compensation: This is a salaried position with salary based on experience.

Additional Perks: The Guild offers a 401K match program, health insurance, paid holidays and a generous personal time package.

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

Schedule + Time Commitment: This is a full time position with extra hours needed around events. Comp time is given.

Transportation: Must have a valid driver's license and the ability to work in person at Guild offices in Ann Arbor. Possibility of some remote work upon approval of Executive Director

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

Deadline to Apply: November 1, 2023