



## ARTS FESTIVAL COORDINATOR

The Arts Festival Coordinator is an integral member of the Art Colony team. This position is responsible for the planning and execution of the annual Grand Marais Arts Festival, a two-day fine arts festival held the second full weekend of July.

- This is an 8-month contract position with flexible hours and the potential for full remote work, although a contract employee is required to be on-site the week before and during the festival.
- Several pre-scheduled meetings are also required, although can be conducted via Zoom.

### Quarterly Roles and Responsibilities

#### January 1, 2024 – April 30, 2024

- Coordinate and communicate event and marketing timelines with the Artistic Director.
- Execute all outlined event management tasks within timelines.
- Set up Zapplication artist application site and launch.
- Manage the jurying process for Arts Fest 2024 participants and artist communication.
- Manage coordination process with the city and county for permits, trash collection and necessary safety measures.
- Prep artist info packet and materials.
- Serve as point person for musicians, food trucks, and any art activity leaders.
- Further develop the existing emergency / inclement weather plan including but not limited to communication tree assignments, evacuation protocol, emergency contact info for artists, etc.

#### May 1, 2023 - August 31, 2023

- With support from Art Colony staff, prepare festival projects for volunteer work days. These include:
  - Artist Packets and all necessary components
- Coordinate and communicate marketing timelines with the Artistic Director.
- Ensure list of artists and booth content, including booth map, is finalized and given to the Artistic Director.
- Overall, manage event timeline and ensure staff are well-informed as needed (on-going); working particularly with marketing to ensure campaign roles out smoothly.
- Assist with volunteer assignments; co-organize and co-deliver volunteer orientation as needed
- Attend meetings necessary to accomplish the required work.
- Serve as event lead and host during Festival weekend.
- Complete all post-event tasks, including:
  - Break down coordination and inventory of supplies, etc.
  - Processing of Crowd Count
  - Collection of artist and crowd surveys and compilation for reporting purposes.
  - Thank yous to volunteers, contributors, artists, etc.
  - Facilitate final evaluative meeting with staff regarding lessons learned.



- Generate and submit the final report to appropriate event funders such as VCC.
- Apply any lessons learned from the previous event to update program materials.

### QUALIFICATIONS

- Professional experience in front-facing role and previous event planning experience
- Strong written and verbal communication skills
- Highly organized, detail oriented, and prioritizes tasks to maximize workflow
- Motivated to work independently as well as collaboratively across teams
- Proficient in Google Suite, MailChimp, and events software such as Zapplications

### COMPENSATION AND BENEFITS

This is an 8-month contract position for a total compensation of \$10,000, paid out on a monthly basis from January 2024 - August 2024, for the equivalent of \$1,250 per month and a total of 650 work hours. Independent contractors are responsible for their own insurance and will submit an invoice on a monthly basis.

To apply, send a resume, two references, and answers to the following questions: attention Ruth Pszwaro, [director@grandmaraisartcolony.org](mailto:director@grandmaraisartcolony.org). **Note that NO cover letter is required.**

### Application Questions:

1. What is your interest in working in the arts and at the Grand Marais Art Colony specifically?
2. Describe your past experience in relation to the job responsibilities and why you are a good fit for this position.
3. When you work in a team, what do other people come to you for? What strengths are you sought out for?