



MIMBRES REGION ARTS COUNCIL

Imagination | Creativity | Innovation | Community

Job Title: Event Coordinator
Reports To: Executive Director

Job Type: Part-time; 18 weeks beginning 2/1/17
Pay Rate: \$20 p/h

Job Description: Mimbres Region Arts Council (MRAC) is seeking an Event Coordinator to join our team. We are looking for a highly organized individual with strong communication and leadership skills. This position will focus (but not limited to) three main components of MRAC events; Visitor experience, Volunteers and Vendor/Partners. The Event Coordinator should be passionate about community building, education, and the arts.

Areas of Responsibility, Functions & Duties:

The Event Coordinator will be responsible for planning, coordination and evaluation of MRAC special events, including: Silver City Blues Festival; Southwest Print Fiesta, Community Arts Celebration

Event Preparation & Production

- Update or develop all necessary forms and letters using existing documents.
- Update or develop event time lines, working with staff and Executive Director (ED)
- Work with ED to develop and/or monitor event budgets.
- Work with staff to secure event supplies, printing, and signs.
- Assist with publicity and marketing
- Assist with poster/flyer distribution throughout region
- On-site event management during event.
- Conduct post-event evaluation with volunteers and staff.
- Other duties as assigned

Vendor/Partners

- Update or develop vendor information, forms, contracts, etc. as necessary
- Coordinate vendor communication and outreach
- Work with Office manager to make sure all deposits/balances are received
- Supervise event day Vendor assistant(s) and volunteers
- Speak with each vendor individually at least two weeks before the event to verify all information, set up time and dimensions of trailers, tents, etc.
- Meet each vendor for set up in appropriate position
- Be on site throughout the event to handle all vendor calls and disputes
- Manage vendor set up and tear down
- Participate in event evaluation and collect vendor evaluation forms

Volunteer Coordination

- Draft action plan to build and enhance volunteer base.
- Update or develop tasks appropriate for volunteers.
- Develop a corps of visitor experience volunteers with ED
- Screen, select and oversee volunteers
- Update volunteer database
- Help develop volunteer recognition program
- Collect event volunteer evaluation forms

Visitor Experience

Develop a team of Visitor Experience volunteers with the ED to accomplish the following:

- Make all festival attendees and participants feel welcome, and be a visible and engaging presence for visitors and participants, helping them to enjoy their visit.
- Work with other MRAC staff and other festival volunteers to help make sure all activities run smoothly.
- Be proactive and assist in identifying and resolving any issues or problems that arise, quickly and calmly, to ensure visitor satisfaction
- Manage the flow of visitors to help everyone to enjoy their experience at the festival comfortably and safely.
- Collect attendee evaluation forms & compile event observations

Skills:

- Pleasant and friendly demeanor is essential.
- Ability to inspire volunteers.
- Ability to coordinate a complex organizational schedule.
- Ability to work under pressure.
- Excellent supervisory skills.
- Excellent writing and speaking skills.
- Fluency in written and spoken English required. Spanish a plus.
- MS Word & MS Excel + Email, Google Search
- MS PowerPoint – Familiar with presentation formats.

Experience:

Experience in a high-pressure, multi-task environment. Supervisory experience and event management a plus

Education:

College degree or work experience that demonstrates capabilities.

Other Requirements:

Must have a valid NM driver's license and a motor vehicle. Active appreciation for the arts a plus.

Terms: This position runs from February 1, 2017 until June 2, 2017 (18 Weeks). The Event Coordinator is expected to work ± 20 hours/week from February 1, 2017 to June 2, 2017 on average. Hours are flexible and will require a combination of daytime and evening responsibilities with hours varying from month to month and increasing as the Festival approaches. Compensation will be \$20/hour for 20 hours/week paid biweekly. Additional hours and overtime must be approved by Executive Director in advance. *This position may be extended at the completion of Blues Festival event.*

To Apply: Send cover letter and resume/CV to employment@mimbresarts.org or Mimbres Region Arts Council, PO Box 1830, Silver City, NM 88062, re: Event Coordinator position. - No phone calls.