



## Events Coordinator - Position Description

**Deadline:** Ready to hire immediately.

**Schedule:** Full-Time, flexible hours, based on event schedules. Generally Monday-Friday, weekends and evenings on an as-needed basis.

**Location:** Arts Council office on the Tannery Arts Center campus in Santa Cruz; reliable transportation needed for events and programs offsite

**Reporting:** This position reports to the Open Studios & Events Director

**Supervisory Responsibilities:** none

### Salary & Benefits:

- \$40,000 - \$42,000
- Full-time non-exempt position, 40 hours a week. We believe in work-life balance, and are committed to keeping the workload in alignment with the true hours worked
- 10 vacation days, 12 sick days, 11 paid holidays, and a flexible, family-friendly schedule
- We provide medical, dental, and vision insurance with the Arts Council covering 100% of the costs of the insurance package and 30% dependent coverage

**Who we are:** For 38 years, Arts Council Santa Cruz County has led the charge to support the unique, ever-evolving Santa Cruz County arts community. We're passionate advocates for the arts and the organizations and people who make art happen. We believe in the power of the arts to transform our community, and our daily work of art reflects that belief. Our staff and board team are deeply committed to and fired up about our mission to lead, connect, and invest in the arts in order to stimulate creativity and vibrancy in Santa Cruz County.

The Tannery Arts Center is home to 100 affordable live/work artist lofts, 28 working artists studios, a performing arts center, and the Arts Council office. The Arts Council, formerly just a tenant at the Tannery, is taking an operational role in the Tannery leadership, communications, community building, and programming.

This position will work on events for both the Arts Council and the Tannery.

**The job:** We're looking for a dynamic, organized, get-it-done person who lives, breathes, and loves all things events. This person will work with the Open Studios and Events Director and the Tannery Director to plan, execute, and/or support all Arts Council events and Tannery events and programs. With current programs and our expanded role at the Tannery, we anticipate 2-3 large-scale events (Open Studios, Ebb & Flow), four to six mid-sized events (Children's Art Exhibit, Winter and Spring Art Markets,



Tannery Holiday Celebration) and dozens of smaller events (Arts Council Annual Meeting, one-time and ongoing events at the Tannery).

**Tannery event duties:**

- **Build great relationships at the Tannery.** Get to know the Tannery community both during the hiring period and as new tenants and artists come to the campus.
- **Working with the Events Director, Tannery Director, and Tannery community, design a 6-12 month plan for Tannery events.** With input from Tannery artists, organizations, and management, support the creation of an annual plan with flexibility for spontaneous or last-minute opportunities. Ensure the internal and external Tannery calendars are up to date.
- **Support implementation of the events protocol at the Tannery.** Serve as the point person for rental inquiries from the public, and as an ambassador to the Tannery community about events protocol.
- **Serve as an events liaison to all Tannery entities (JSCO, Artspace, Jewel Theatre, loft artists, studio artists, Arts Council) to ensure everyone is aware of events schedule, needs, noise issues, campus impact, etc.**
- **Support the recruitment, training, and management of volunteers for Tannery events.**
- **Coordinate all aspects of Tannery events as appropriate, including:**
  - Rental/borrowing of materials (pop-up tents, A/V, tables)
  - Events set-up and take-down
  - Securing permits
  - Disseminating information about events campus-wide; responding to property impacts from events
  - Support safety and cleanliness protocol for all events
- **When appropriate, identify and coordinate outside vendors for events.**

**Arts Council event duties:**

*Note: events will likely change and evolve. Events listed below are based on current plans.*

- **Coordinate Ebb & Flow.**
  - Coordinate and schedule monthly Ebb & Flow leadership team meetings.
  - Regularly update Ebb & Flow Basecamp platform with meeting minutes, tasks, and information
  - Support Ebb & Flow team members with data entry and research
  - Support the recruitment, management, and training of volunteers
  - Support event setup and breakdown



- **Support the coordination of Open Studios.** Provide administrative and event support to the Open Studios & Events Director around:
  - Data entry
  - Artist inquiries
  - Preview Exhibit and opening parties event support
  - Volunteer management
  - Social media content management and coordination
- **Support the coordination of the Children's Art Exhibition at the County Government Center.** Provide administrative and event support to the Events Director and Arts Education Director including:
  - Collection and matting of student art
  - Coordinating volunteers
  - Exhibition installation and de-installation
- **Support the coordination of Arts Council parties (holiday party, donor events, annual meeting), including:**
  - Event set-up and take-down
  - Coordinating volunteers
  - Choosing and buying great snacks

**All about you:**

- You love events! You love planning, executing, and attending them.
- You love the Tannery! You are wildly excited about working with this community to activate and elevate the campus, and to put the great ideas of the Tannery tenants and artists into action.
- You are highly organized. You love spreadsheets, you love to-do lists, you love completing those lists and moving on to the next thing.
- You are a planner. You plan months in advance, and then you revisit those plans, and amend them as needed to stay on top of your work.
- You love working with other people as part of a team. You get energized in a group setting, are a great listener, and a great contributor.
- You are also self-directed and need little supervision to get things done, and done well.
- Logistics and time-management are your friends. You think through the time it will take to get things done. You also ask for help when you need it.
- You are good with planning and coordinating multiple events at any given time.
- You are smart and capable in developing and managing budgets. You know how much it will cost to produce great events, you are creative in doing more with less, and you are excellent at making the most of every dollar.

**What's it like to work with us?** "Fit" at the Arts Council is as important as skills and experience. We operate a highly collaborative and supportive workplace where staff is largely self-directed. We all have the opportunity and are expected to contribute not



just to our own work but also to the strategic direction of the organization. We work hard, we have fun. We take responsibility for mistakes and celebrate successes. We live and breathe by our core values: collaborative, adaptable, innovative, service-oriented, and effective and professionally run. A sense of humor and a compassionate disposition are required. We are an award-winning Family Friendly Workplace; we always have plenty of chocolate and coffee; and we love our work.

Most importantly, we are all here to be of service to the arts and to our community.

**And Now For Something Completely Different:** The ideal candidate will have the majority of the skills outlined in this job description. However, if you beautifully fit most, but not all, of the bill, apply anyway. In either case, be direct in your cover letter about your strengths, interests, and “fit” for this position.

The Arts Council is an equal opportunity employer. People of color and people who are English/Spanish bilingual are strongly encouraged to apply.

### **What does our hiring process look like?**

- We will review applications on a rolling basis until the position is filled.
- We will begin scheduling and conducting phone interviews as soon as we identify strong candidates.
- If you get invited for an in-person interview, we will ask for some prepared materials relevant to this position.
- Finalists will be invited to a second interview, and we will make an offer shortly thereafter.

**To apply:** Please send your resume and a cover letter as a single PDF with the naming convention Events\_Coordinator\_Application\_(your last name) outlining your interest in and fit for the position to [info@artscouncilsc.org](mailto:info@artscouncilsc.org). In your cover letter, please do not restate information we'll find in your resume. Tell us why this opportunity lights your fire, and why you would be an amazing fit at the Arts Council. Applications without a cover letter will not be considered.