



Utah Arts Alliance

Events and Festivals Manager

SUMMARY

Utah Arts Alliance (UAA) is seeking a dynamic and detail-oriented Events and Festivals Manager to join our team. The Events and Festivals Manager will play a crucial leading role in planning, executing, and overseeing various events and festivals hosted by UAA. The ideal candidate will be interested in local art and culture, familiar with UAA's programs and mission, and has a passion for community and event management.

They must have excellent organizational skills, including being highly detail oriented, able to handle multiple tasks simultaneously, and have good time management. They also must have project and team management experience and be self motivated, solutions-oriented, proactive, and have a high level of accountability.

How To Apply: Interested candidates should send their resume, cover letter, and 3 professional references to admin@utaharts.org. This posting may close at any time.

Department: Festivals and Events

- **Compensation:** \$22 per hour, can vary depending on experience
- **Job Type:** Manager, non-exempt, benefited
- **Shift and Hours:** Full-time (32-40 hours/week on average with increase in hours during larger events). Works some Friday evenings and weekends associated with events.
- **Hybrid Work Environment:** This job can be a hybrid (in-person/virtual) position as approved by the Operations Manager.
- **Reports to:** Operations Manager > Executive Director.
- **Supervises:** Temporary event staff, event contractors and vendors, Entertainment Coordinator, and Bar Coordinator.

GENERAL RESPONSIBILITIES

Event Planning

Responsible for planning and execution of a wide range of high quality events for the community to ensure high quality patron experiences, including outdoor festivals, galas, concerts, etc. These include but are not limited to the below. As UAA secures additional funding and partnerships, other events will be added to the list and responsibility for some events may be shifted to others to ensure a healthy work load.

- SLC White Party (February)
 - Urban Arts Festival (Summer)
 - Westside Culture Fest (August)
 - Illuminate Festival (November)
 - UAA Gala (TBD)
 - Connect Finals (December)
 - Staff Party (December)
 - Manager Retreats (with the Operations Manager) (Winter and Spring)
 - Concerts and performance at the UAA Art Castle (Ongoing)
 - Other UAA internal and community events, such as promotional events, members and volunteer appreciation events.
1. Work closely with the Executive Director to understand their event goals, preferences, and expectations.
 2. Diligently communicate progress with the Executive Director and Operations Manager.
 3. Coordinates (shows up, leads when assigned, follows UAA Standard Operating Procedures/SOPs) tasks, information, schedules, timelines, and work products with UAA Events, Marketing, Development, HR, Volunteer, Outreach, and Creative Production staff members.
 4. Collaborate with the Marketing Team on strategies to maximize event attendance and engagement.
 5. Keeps the patron, vendor, and volunteer experience in mind while planning, coordinating, and executing all aspects of an event.

Logistics and Operations:

Oversee on-site event management to ensure smooth operations and resolve any issues that may arise

1. Create a plan for potential scenarios that could impact the integrity of the event.
2. Assists Marketing Manager with signage needs for events.
3. Keeps inventory of equipment and supplies. Coordinates any repairs that are needed.

4. Sets up and oversees ticketing.
5. Secures and executes compliance with all necessary permits needed for each event.
6. Assists in decorations, setup, and breakdown of events.
7. Serve as an on-site manager at events and address potential problems that may arise.
8. Maintain a clean and organized area during the event.
9. Return all event supplies to UAA headquarters or owner within 2 weeks of each event.

Administration:

Plan, manage, and execute well organized events that are completed on time and within or under budget. Help create and keep updated event related policies, procedures, templates, and files under direction of the Operations Manager.

1. Creates and manages event budgets, ensuring cost-effectiveness and adherence to financial constraints.
2. Track expenses, provide regular financial updates, and identify opportunities for cost savings. Submits receipts in a timely manner.
3. Ensures all trade documents are completed and processed in a timely manner,
4. Create an overall report on the event.
5. Uses ASANA (team project management platform) and Slack (team communication platform) every day while working in order to clearly communicate with other UAA employees and to track tasks. (Will provide training.)
6. Maintains an organized event google drive, updated templates, and policies and procedures.

Vendor Management:

Establish and maintain relationships with vendors and ensure that all services are delivered according to agreements.

1. Create Artist Applications through Zapplication or other programs to ensure they are released to the public in a timely manner. This includes updating policies, contracts, and any other pertinent information.
2. Assists UAA Marketplace Coordinator in arranging vendors and independent contractors as necessary for each event. Negotiate with appropriate vendors before the event.

Staffing and Volunteers:

Ensure event staff and volunteers are set up to succeed and have a positive experience working the event.

1. Schedule, organize, and lead team meetings for specific events.
2. Works with Operations Manager to secure all needed temporary staff and contractors and ensures all paperwork and payments are processed in a timely fashion.
3. Assist in writing Roles & Responsibilities for event staff; create staffing schedules.
4. Assist with managing event volunteers day of the event.
5. Collaborate with Volunteer Coordinator to ensure they have needed information to recruit volunteers.

Other Duties/Responsibilities

1. Travel as needed for on-site event coordination.
2. Drive the box truck as needed to move event-related equipment and supplies.
3. Other tasks as assigned by the Executive Director and Operations Manager.

JOB QUALIFICATIONS

Experience/Knowledge/Skills/Abilities

1. Two or more years experience with event coordination. Experience with managing festivals and multi-day events is preferred.
2. Interested in local art and culture, familiar with UAA's programs and mission
3. Motivated, self starter, able to be productive and efficient with time even with minimal supervision.
4. Exceptional organizational and customer service skills skills. Organized, follows instructions, completes projects fully, detail oriented, proactive. Punctual, meets deadlines, reliable.
5. Good judgment, calm, kind, respectful; able to handle stressful situations where one has to think on their feet and troubleshoot. Solutions-oriented. Ability to adapt and be flexible in an event-driven, nonprofit environment. Awareness and care for social and political relationships the organization may have
6. An interest in creating meaningful relationships with coworkers and volunteers, as well as patrons of the organization Team-player who can work well with all personality types, can-do attitude. Ability to speak to all levels within the organization.
7. Active, regular, timely, and clear communication with co-workers and supervisors.
8. Proficient with Google Workplace and programs, including Word, Sheets, and Forms. Experience with Slack, ASANA, and/or TicketSplice are a plus.

9. Must have reliable means of transportation. Ideally, hold a valid Utah driver license.
10. Optional: Experience driving a small box truck.
11. Optional: Current Utah food handler's permit or ability to obtain one.

Education

1. High school diploma or equivalent

WORKING CONDITIONS

1. Able to be on one's feet for several hours at a time.
2. Able to safely lift 20 pounds.
3. Able to work in environments with flashing lights and varying levels of noise and lighting.
4. Able to work in outside and inside environments year-round.
5. Able to work in large groups of people.
6. Able to manage time and maintain active communication while working in a hybrid work environment.