



## **Gallery and Special Events Project Manager- Short Term Position**

**Please Note: *This is a three-month temporary part-time position. Available now through late December.***

The Coordinator will be responsible for managing all aspects of our gallery and special events remaining in 2022. This includes support with the installation and takedown of art in our gallery and outdoor park, providing program support with set-up and take-down, trouble-shooting issues related to the park and our installations, and serving as the primary onsite liaison for artists, performers, and volunteers engaged in our special events.

We are looking for someone who is passionate about working with community partners, artists, and volunteers. Ideal candidates have previous event management and customer service experience, knowledge of art installation and art curation, and the ability to work in a fast-paced environment.

### **Essential Duties and Responsibilities:**

- Serve as the project lead for our Fall Festival in October and our Wintertide festivities happening in November and December. This includes coordinating with staff, artists, and community partners to ensure a smooth and successful event. Additionally, it includes maintaining the budget for these events, overseeing the logistics, and providing support with sponsorship as needed.
- Oversee and complete the tasks defined for launching our 2023 gallery exhibit and 2023 winter workshop schedule. This will include arranging loans of artwork, scheduling with artists, and overseeing all related logistics for a successful exhibit launch.
- Assist with the take down of artwork in the gallery for our current exhibit.
- Oversee the packaging and shipment of art as needed for our 2022 exhibits and gift shop with support from fellow staff.
- Work directly with artists to install and take down light art in the sculpture park by scheduling dates of installation once contracts are devised and serve as the onsite liaison for park installation.
- Troubleshoot outdoor sculpture related issues. This includes electrical issues as related to our light art installations.
- Coordinate the implementation of supportive lighting and sound for special events.
- Support volunteers in the gallery and fill gaps in shifts as needed.
- Support staff in running event-related workshops as needed. This includes logistic and communication support.
- Overseeing the set-up and take-down at all events and provide on the ground support during events.
- Comply with PAFAC safety policies and procedures, as well as any current health and safety guidelines from governing bodies.

**Special event and work dates will include:**

Saturday October 22<sup>nd</sup> - Celebration of Shadows Fall Festival

Saturday November 5<sup>th</sup> – Gallery Staff

Tuesday-Wednesday November 22<sup>nd</sup> -23<sup>rd</sup> - Makers Market Members only preview Opening

Friday November 25<sup>th</sup> - Maker’s Market and Light Art Opening Night

Saturday December 10<sup>th</sup> - Wintertide Festival of Lights

**Desired Skills and Experience**

- Relevant experience working in a gallery, knowledge of the installation process and ability to use related tools for both indoor and outdoor art installations.
- Solid knowledge of lighting and electrical systems and/or the ability to troubleshoot and problem solve as related issues arise.
- Experience with program and event management, scheduling, and coordinating with community partners.
- Self-starter who is flexible and possesses the energy to meet the demands that come with event prep and implementation.
- Strong ability to work independently and manage multiple priorities.
- Strong communication skills and the ability to manage ongoing communications with artists, performers, and volunteers.
- Awareness and knowledge of cultural competencies and social justice issues, with demonstrated actions toward creating more just and equitable communities. Demonstrated commitment to diversity, equity and inclusion.

**Additional Requirements:**

- Flexibility in schedule and duties ranging from office days to active program participation for events and set-up in the lead up to the event.
- Able to carry, lift, and move up to 50 pounds.
- Ability to work outdoors, engage in physical labor, and comfort with tools.
- Proof of vaccination
- Reliable transportation

**Compensation & Benefits:**

- 20 hours per week with flexibility in the schedule to arrange additional hours based on the needs of the program and special events.
- \$21-23 per hour depending on experience + 1 hour of PTO for every 40 hours worked.

**To Apply:** Please send your resume and cover letter to [christine@pafac.org](mailto:christine@pafac.org).

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