



artfair.org
721 E. Huron
Ann Arbor, MI 48104
734.994.5260

POSITION TITLE: ARTIST COORDINATOR
CLASSIFICATION: PART-TIME, NON-EXEMPT

The Artist Coordinator position is a part-time position reporting to the Executive Director and working closely with interns during the summer months. The primary focus of this position is to coordinate the aspects of the organization that relate to the participation of artists and art activities in the Street Art Fair and Townie Street Party. Additionally the position will include some graphic design and social media responsibilities. Hours are flexible around specific deadlines and prescribed timeframes, increasing as the Art Fair approaches each July. Full-time is expected immediately leading up to the Art Fair. Working the events is mandatory and overtime is paid.

PRINCIPLE DUTIES AND RESPONSIBILITIES

APPLICATION MANAGEMENT / MARKETING:

- Review and manage incoming applications using an on-line application management system.
- Work with ED to publicize the Street Art Fair to artists and increase applications.

ARTIST COMMUNICATIONS:

- Create and send correspondence regarding artists acceptance.
- Correspond with artists and manage pre-fair requests.
- Track artists' financial status.
- Manage on-site artist registration.
- Manage on-site artist needs.

ARTIST DEMONSTRATIONS

- Coordinate and oversee artist demonstration program.

ARTZONES:

- Identify and coordinate partnering organizations to host interactive art activities during the Townie Street Party and Art Fair.

GRAPHIC DESIGN:

- Complete miscellaneous in-house graphic design projects.

JURY PROCESS:

- Communicate with Jury Advisory Board to coordinate their participation in February and July jury process.
- Identify and correspond with guest Jurors.

- Organize and complete February Jury process.
- Organize on-site Jury process: coordinating Jury Advisory Board, Awards Jurors, and Peer Jurors.
- Tabulate scores from February Jury and On-site Jury.
- Organize and oversee the Artist Awards Program.

YOUTH ART FAIR:

- Coordinate and supervise all aspects of the Youth Art Fair held during the Townie Street Party, including the jury process and mentoring program, working in conjunction with a seasonal intern.

NEW ART, NEW ARTIST PROGRAM (NANA):

- Market program to Michigan colleges.
- Manage application and jury process.
- Conduct information sessions for New Artists and facilitate the mentoring program.
- Oversee all aspects of NANA artists' participation in Fair as appropriate.

WEBSITE AND SOCIAL MEDIA:

- Maintain up-to-date Artist Directory on web site.
- Create and post content on social media as applicable.
- Create and send periodic E-Newsletters via Constant Contact.

ON-SITE:

- Work with other staff to lay-out the events, with primary emphasis on the artist booths.
- Supervise load-in and load-out.
- Communicate with artists and solve problems as they arise.
- Enjoy the fruits of you labor!

QUALIFICATIONS

- Previous event experience.
- Previous graphic design experience.
- Excellent communication skills, both written and verbal.
- Ability to multi-task.
- Self directed with the ability to problem-solve and obtain positive outcomes under pressure.
- The ability to work both independently and as a member of a small but dedicated team.
- Strong organizational skills and the ability to manage complex database programs.
- Proficiency in Microsoft Office Programs including Word, Excel and Access.
- Proficiency with computer design programs such as Illustrator and Photoshop.
- Bachelor's degree preferred.
- Fine arts study a plus.

Hourly compensation is based on experience.

To apply, please send a resume and cover letter to mriley@artfair.org. No phone calls, please.

Applications will be accepted until the position is filled.