



Events Planner/Manager: Part-Time, Consultant, Flexible Hours

Salem Art Association

600 Mission St. SE | Salem, OR 97302

503-581-2228 | www.SalemArt.org

The Salem Art Association seeks a talented individual with a passion for Salem's local arts community to plan and execute a series of community events, member only events, and fundraising events.

This is a part-time, consulting position with maximum flexibility. Over the course of the next six months, we expect to hire more than one Events Director, with each position specifically designed around the goals and needs of a particular event.

The Events Director reports directly to the Executive Director and will be expected to attend staff meetings as necessary. Work hours will be flexible, as per the specific requirements of each particular event and may include some evenings and weekends.

Known for operating and hosting the annual Salem Art Fair & Festival, the Salem Art Association (SAA) is a 100 year- old 501c3 nonprofit arts organization that works to *actively engage the community in the appreciation of the arts through contemporary art exhibits and events, and art education for youth and adults.*

SAA offers year round programs including The Bush Barn Art Center's three contemporary art galleries and gift gallery exhibiting local and regional fine art; the Community Arts Education (CAE) programming in the Annex Gallery, with exhibitions, workshops and an Artist-in-Residence studio; and CAE's educational programming which serves school children in Marion, Polk and Yamhill counties.

SAA also operates the Bush House Museum, the late 19th century historical residence of Salem pioneer, Asahel Bush II and his family.

Duties and Responsibilities

The Events Director will contribute to the overall development strategy of the Salem Art Association in close partnership with the Executive Director, Board of Directors, Endowment Foundation Board of Directors, events committees and SAA staff. This includes:

- Strategizing and executing a range of events, including but not limited to the Salem Art Fair & Festival and Clay Ball, as well as smaller program events such as Volunteer Appreciation event, Holiday Gala, a lecture series, and music series.
- Securing sponsorship and developing relationships with corporate sponsors for these events
- Fostering positive relationships with artists, artist groups and art patrons
- Supporting the sustainable growth and financial health of Salem Art Association by securing resources and long-term support through fundraising and donor cultivation for special events.
- Producing periodic reports for the Board of Directors and Endowment Foundation Board and

- presenting updates and information as requested
- Managing volunteers and vendors
- Assembling committees, coordinators and staff
- Maintaining sponsor database and the use of database tools to analyze event fundraising performance
- Creating and monitoring event budgets and timelines
- Representing Salem Art Association in a professional manner when communicating with stakeholders
(members, sponsors, artists, volunteers, etc...)
- Work with marketing team on event promotion and branding
- All tasks as assigned

Competencies

To perform the outlined duties and responsibilities successfully, candidates will demonstrate some or all of the following competencies:

- Demonstrated ability to plan and execute special events
- Ability to understand and negotiate contracts
- Identify and analyze needs and apply resources effectively to meet those needs
- The ability to manage budgets and track monthly financial statements
- The ability to work with sponsors, donors and vendors
- Write clearly and informatively and vary writing style to meet specific needs
- Manage competing demands and respond evenly and calmly under pressure
- Supervise staff and volunteers; lead by example
- Schedule and facilitate committee meetings
- Adapt strategies to changed conditions and communicate changes effectively
- Ability for detailed focus in complex situations
- Communicate clearly and effectively in positive or negative situations
- Interact positively with stakeholders
- The ability to have fun while executing complex events under pressure
- Effectively balance task-oriented and process-oriented duties
- Demonstrate positivity and persistence in meeting difficult challenges
- Work effectively as a member of a team

Requirements

The requirements listed below are representative of the knowledge, skill and/or ability required to perform this job successfully.

- Bachelor's degree, Master's degree preferred
- Five years directing special events, or related experience
- Thrives in a lively and team-oriented work environment
- High level of professionalism
- Extremely detail orientated
- A positive "can do" attitude
- Ability to work evenings and weekends when required
- Excellent phone and customer service skills
- Promptness, punctuality and reliability

- Competency with Microsoft Office: Excel, Word, PowerPoint and Outlook

Additional factors

- Experience in the arts highly desired
- Familiarity with donor databases and Adobe Creative Suite

Other

- Location: Salem, Oregon
- Compensation: \$20-\$25 per hour, commensurate with experience
- Flexible hours
- Please, no phone calls. Selected candidates will be contacted for an interview.
- Applications received until position is filled.

To apply for this position, please send your cover letter and resume to Dia at dia@SalemArt.org