



## **Event & Engagement Coordinator Part-Time**

Artpace exists to support the creative process and engage audiences with the most innovative art and artists from around the world. Since 1995, Artpace has welcomed more than 200 resident artists and commissioned significant artworks that would otherwise not exist. Artpace fosters the creative growth of regional, national, and international artists and engages the community with their work. Our residencies, exhibitions, and education programs nurture the creative expression of emerging and established artists, while actively engaging youth and adult audiences.

The Event & Engagement Coordinator, part-time position, assists in community engagement, expands the membership program, and supports in revenue generating opportunities for the organization. The position will support all in-house special events and external rentals, along with scheduling assigned staff, as needed. This position reports directly to the Director of Membership & Engagement.

### **Job Responsibilities:**

- Work closely with the Director of Membership & Engagement to support revenue-generating opportunities including rentals of event spaces.
- Assist in increasing revenues through cultivation of new members, in-house shop sales, and building rentals.
- Manage in-house shop inventory.
- Support community programs that advance the profile of Artpace.
- Supervises assigned staff.
- Maintain event records, systems, and procedures.
- Coordinate event logistics with sponsors, community partners, and in-house events.
- Other programs and duties as assigned by the Director of Membership & Engagement.

### **Skills, Knowledge, and Abilities:**

- Team player
- Retail and sales experience, a plus
- Excellent verbal and written communication skills and interpersonal skills
- Familiarity directing part-time staff and administering schedules
- Able to multi-task and prioritize responsibilities
- Strong attention to detail
- Exceptional customer service skills

- Flexibility to work evening and weekends as needed
- Proficient in MS Office Programs (Word, Excel, PowerPoint)
- Event planning experience *preferred*

**No calls please.** Send a cover letter, resume, and three references to:

Laura Y. Bustos

Director of Membership & Engagement

[lbustos@artpace.org](mailto:lbustos@artpace.org)

Note: Interviews will not be held until Artpace has achieved a diverse pool of qualified applicants.

Artpace, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, sexual orientation, gender identity, or veteran status.