



Corporate Sponsorship and Events Manager

The Corporate Sponsorship and Events Manager position is a full-time, 35 hours/week position. The regular workday is 9:00 am to 5:00 pm with one-hour lunch, Monday-Friday and as required. This position requires numerous evenings and weekends for artists' projects, openings, lectures, and other public events and as directed. This is a salaried position with benefits. This position reports to the Director of Development. Annual salary is \$26,000 - \$28,000.

Job Responsibilities

The Corporate Sponsorship and Events Manager works with the Director of Development to plan, organize, facilitate and manage Artpace's corporate giving program and logistics for Artpace events, including fundraising events such as Chalk It Up and the annual Gala. This position also supports and manages Teen events, openings, artist talks and lectures, Open Studio and some building rentals, and other events as required.

Responsibilities include but are not limited to:

- Working with Director of Development to identify, solicit, and secure corporate sponsorships and underwriting, and manage execution of sponsorship agreements
- Building a portfolio of corporate sponsors and underwriters for Artpace events and public programs
- Creating and managing a program of volunteer opportunities for corporate sponsors
- Identifying, soliciting and securing in-kind donations as needed
- Working with Director of Development to develop major initiative to build multilevel corporate donor program with appropriate outreach and relationship-building events
- Planning and managing major event logistics for Chalk It Up and The Happening and coordinating with event committees and chairs to guide event direction within stated guidelines
- Assisting with the organization of event fundraising and development efforts, including the "25th Anniversary Auction"
- Understanding fundraising structure and supporting efforts where appropriate
- Maintaining detailed budget reports, informing event committee, and supervising costs and scheduling on a regular basis
- Planning logistics for events including street closures, permits, security, and vendors with insurance certificates
- Managing look and feel for all event staging, decorations, graphics, and printed materials in a timely manner
- Coordinating staff assignments including necessary training to ensure event success
- Managing volunteers including identifying service groups, detailing volunteer duties, organizing and facilitating volunteer orientations & training, scheduling 'day of' tasks and implementation, follow-up contact including acknowledgments, gatherings and 'thank yous'
- Tracking client interactions and transactions with donor management system and completing online and in-person training as necessary
- Being available on rotation to manage 'day of' events for Artpace and rentals
- Being well acquainted with retail shop, membership, and point of sale systems
- Preparing and disseminating post-event reporting

Requirements

Must have strong interpersonal and organizational skills, work under firm deadlines, work independently with good judgment while keeping Artpace's best interest as a priority.

Skills, Knowledge, and Abilities:

- Exceptional customer service skills
- Displays professionalism at all times
- A people person and works well in a team setting
- Willingness to learn and able to take and give direction
- Able to multi-task responsibilities assigned in a fast-paced work environment
- Excellent communication skills
- Flexibility to work evenings, weekends, and designated holidays
- Passion for contemporary art and fundraising
- Proficient in Mac OS and MS Office Programs (Word, Excel, PowerPoint)
- Experience with donor databases required
- Must have a valid driver's license and will pass background and credit checks

Please send work history/resume, three professional references, and a letter of interest to employment@artpace.org.

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.