

Job Description: Events and Exhibitions Manager

Status: Part Time; Approximately 18 hours/week; \$15/hour

Flexible schedule to accommodate for events; must be present for Art Night, First Fridays, Art Markets, and the annual Kentuck Festival of the Arts

Position Summary: The Events and Exhibitions Manager is responsible for managing all public-facing community events and private rentals for Kentuck. The Events and Exhibitions Manager is a key member of Kentuck's programming team and ensures that all events uphold the standards of excellence for which Kentuck is known. This position reports to the Executive Director and Deputy Director.

ESSENTIAL JOB FUNCTIONS

- Oversee Kentuck's events, including but limited to, Art Nights, First Fridays, and Art Markets
- Manage Kentuck's Exhibitions
- Manage all private rentals and scheduling of Kentuck's facilities
- Coordinate the scheduling and invoicing of all field trips and group activities with the appropriate teaching artist on staff
- Oversee part of the Kentuck Festival of the Arts programs
- Be familiar with the local, regional, and national arts and culture landscape
- Creatively plan and implement new aspects to recurring events

YEAR-ROUND PROGRAMMING

- Oversee the implementation of Art Night, First Fridays, and Art Markets, as well as additional special events
- Coordinate the scheduling and communication for field trips/group activities, confirm availability with instructors,
- Collect and analyze event data, including attendance, artist participation, and volunteer hours
- Assist in establishing and implementing short and long range goals, objectives, and policies for events
- Manage special events and facility rentals; manage use of the Clarke Building by OLLI and UCP

EXHIBITIONS

- Oversee year-round artist exhibitions for the Museum Gallery, Teer Gallery, SoNo Gallery, and Kentuck at Queen City
 - Works with the Executive Director and Deputy Director to research and present exhibition candidates
 - Responsible for contracts between artists and guest curators, as well the execution of contracts
 - Responsible for installation and de-installation of exhibitions
 - Responsible for Kentuck's Annual Juried Members Show
 - Coordinates exhibitions of the Permanent Collection with the Arts Education Manager

KENTUCK FESTIVAL OF THE ARTS

- Oversee coordination for the Spoken Word and Music stages
- Oversee artist hospitality
- Oversee ordering of cleaning supplies and transport of all Art Center items to Festival grounds

FINANCIAL

- Monitor events budgets, making every effort to maximize efficiency and profits
- Assist the ED and Deputy Director in preparing an annual budget

MARKETING

- In coordination with the Director of Marketing and Communications:
 - Provide information for Kentuck's year-round events and update the website for events
 - Plan and implement advertising and social media marketing

MANAGEMENT

- Supervise event volunteers and coordinate additional staffing needs
- Ensure that all event workers adhere to organizational policies and procedures

REQUIREMENTS

- College degree in Museum Studies, Fine Arts, Event Planning, or related degree
- 2+ years working in events management
- 7+ years working experience
- Curatorial and public programming experience, with an artist-centered and/or contemporary art context
- Must drive and have a vehicle.
- This position involves constant moving, talking, hearing, reaching, grabbing and standing for at least two consecutive hours. May involve lifting and moving of equipment and furniture, painting walls, and hanging art exhibits. Vision abilities include close vision, color vision, depth perception, and ability to adjust focus. Involves lifting at least 30 lbs. Needs to be able to sit for extended periods of time.
- Ability to communicate on the telephone with proper etiquette.
- Ability to read, write and effectively communicate with customers, peers and management
- Ability to perform basic math functions such as addition, subtraction, multiplication, and division. Ability to use a calculator and calculate percentages and ratios.
- Ability to multi-task
- Ability to work as part of a team AND take initiative independent of direct supervision