



Art Fair Office / Operations Manager

Classification – Exempt, .75 to Full Time

The Ann Arbor Street Art Fair, the Original, is seeking a highly motivated individual to take charge of office administration and operational details for the production of a major national visual art fair. The Office / Operations Manager position reports to the executive director. Long hours are expected during Fair week and as approved in the week prior to the Fair. Experience in event or non-profit management and an interest in the arts is desirable.

Responsibilities include:

- Basic bookkeeping and reporting
- Coordinate suppliers and service providers
- Assist Townie Street Party and Souvenir volunteer committees
- Coordinate temporary event staff and volunteers
- Assist executive director and marketing director with marketing and public relations
- Maintain contact databases
- Other projects and staff support as needed

Qualifications:

- Knowledge of Quickbooks, Microsoft Excel, Word, Outlook, and database programs
- Excellent written and verbal communication skills
- Ability to work in a collaborative environment
- Strong Organizational & planning skills
- Ability to manage multiple tasks or projects
- Some retail experience helpful
- Basic Office Skills
- Excels at operating in a fast paced community environment
- Ability to go with the flow

The Ann Arbor Street Art Fair, the Original, a 501(c)3 organization, is one of the nation's premiere annual outdoor visual art events which runs for 4 days starting the third Wednesday of July. Established in 1960, the fair selects, through a very competitive jury process, approximately 175 fine artists and contemporary craft makers to personally exhibit and sell their work to an audience of one half million who attend the collective Ann Arbor Art Fairs (four simultaneous and contiguous independent visual art fairs). Fair activities include: The Townie Street Party, a kick off event on art fair Monday, jury coordination, a variety of educational and participatory visual art programs, as well as performing artists, souvenir sales, media support, community partnerships and sponsor support.

Applicants should visit the Fair's web site at www.artfair.org for an overview of the event and activities.

To apply, send resume and cover letter by March 5, 2008 to:
office@artfair.org Subject: Office - Operations Manager Search

Or mail to: Office - Operations Manager Search, Ann Arbor Street Art Fair, the Original, PO Box 1352, Ann Arbor, MI 48106