POSITION TITLE: EVENT OPERATIONS COORDINATOR  
CLASSIFICATION: SEASONAL PART-TIME OR CONTRACT

The Ann Arbor Street Art Fair, the Original is seeking an experienced Event Operations Coordinator. The primary focus of this position is to assist in planning and managing the smooth operation of the Street Art Fair, Townie Street Party, and Dart for Art; all of which are related and take place the third week of July in Ann Arbor. Hours are flexible around specific deadlines and prescribed timeframes, increasing as the events approach. Estimated time commitment: late April – early July, approximately 10-15 hours/week; full-time+ during Art Fair week; post-event wrap-up as needed. Set-up and event dates: July 12 – 19, 2020.

PRINCIPLE DUTIES AND RESPONSIBILITIES

EVENT OPERATIONS:
- Work with Executive Director and team to design and implement three successful events.
- Coordinate and supervise the successful set-up of the events by the Crew and volunteers.
- Order and maintain event equipment and supplies as appropriate.
- Supervise contract services such as tents, generator power, porta-potties, etc.
- Hire Operations Crew.
- Coordinate Security and site access details.
- Coordinate event signage including design and installation.
- Oversee Stage Production at the Townie Street Party.
- Oversee proper street closures and parking.

FOOD AND BEVERAGE OPERATION:
- Manage logistics and recruit food vendors/donations for the Townie Street Party.
- Design and implement layout and oversee set-up of Food Court, Pub, and Terrace at the TSP.
- Facilitate the logistics of participation, such as site access, parking and Health Department.

OTHER:
- Work with Programs Intern on booking and managing the Fountain Stage.
- Coordinate logistics for sponsor on-site presence at all events.

STAFF SUPERVISION:
- Work with/supervise the Programs Intern to best assist you.
- Work with the Operations Crew Supervisor to manage the Operations Crew on site.

QUALIFICATIONS
- A minimum of three years experience in Event Operations. Outdoor event experience preferred.
- Previous experience developing a successful team and serving as an effective team leader.
- Excellent communication skills, both written and verbal.
- Self directed with the ability to problem-solve and obtain positive outcomes under pressure.
- The ability to work both independently and as a member of a small but dedicated team.
- Strong organizational skills and the ability to multitask.
- Attention to detail.
- Proficiency in Microsoft Office Programs

Compensation is commensurate with experience. To apply, please send a resume and cover letter or proposal to mriley@artfair.org.