



2019 Park City Kimball Arts Festival Artist Management Assistant – Temporary Hire

Position Summary:

The temporary Park City Kimball Arts Festival Artist Management Assistant would support the Arts Festival Artistic Director with organization and implementation of all artist-related activities surrounding the 50th Annual Park City Kimball Arts Festival (August 2-4, 2019) located in the heart of the world-famous resort community of Park City, Utah. Duties include assisting with pre-festival set-up, festival management, and wrap-up activities for Utah's longest-running visual arts festival and one of the most highly regarded art events in the West. This is a temporary paid position.

Dates of Employment: July 30/31, 2019 - August 4/5, 2019

- Expected Hours:
 - July 30/31 - August 1: 9am – 5pm Orientation, Event Preparation
 - August 2 – 5:30 am – 9:30 pm Artist Check-in, Event Support
 - August 3 – 9am – 8:30 pm Event Support
 - August 4 – 9:30 am – 10pm Event Support
 - August 5 – 11am – 2pm Event Wrap-up

Duties:

Working under the supervision and direction of the Arts Festival Artistic Director (and collaborating with the Events Director, Front Desk Staff, Operations Team and Volunteer Coordinator), the Arts Festival Artist Management Assistant is expected to:

- Assist with Artist-related event preparation activities in office and at venue.
- Assist with Artist Lunch distribution and Artist Lounge oversight.
- Assist with Artist Check-in set-up and implementation and Load-in activities
- Assist with Artist and Event Management during Festival
- Cooperate with Marketing team's artist-related activities.
- Assist with Street Jurying orientation, score tallying, and Best in Show award presentation activities.
- Help supervise and communicate with artists, Events Director and Operations Team during Artist load-out and Tax check-out
- Help with event wrap-up activities (if able on August 5)
- Perform other duties as assigned.

Skills Required:

- Applicant must be available for all dates/times listed above.
- Applicant must be a quick learner and able to work independently with moderate supervision from Arts Festival Artistic Director
- Must be detail-oriented and organized; patient, polite, calm and composed under pressure.
- Must be comfortable interacting with diverse groups of people including staff, volunteers, board members, artists, and the general public.
- Must be able to maintain consistent messages to artists and the public regarding policies and procedures.
- Must be willing to adapt to different situations and assist in many different capacities to help ensure a successful event.
- Must have the stamina to work long days at an outdoor venue.
- Must be able to lift up to 40 pounds.



- Must have own transportation.
- Skills desired:
 - Experience with special event management, volunteer management, and/or artist relations.
 - Experience with radio operation/protocol, comfort with standard office equipment (computers, copy machines), and Microsoft Office software.

Work Environment

This job operates in a professional office environment, off site venues and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and AV equipment. Some ladder use may be requested. Evening, weekend and occasional holiday hours may be required for events.

Compensation and Benefits

DOE

Benefits: N/A

This job description may be adjusted to include other duties and responsibilities as assigned by supervisor.

Employee Signature: _____ **Date:** _____