



## Arts Festival Events Intern

**Summary:** The Events Intern is a part-time employee of the Kimball Art Center. The position assists in the preparation and data management for the Arts Festival, has an active artist management role during Arts Festival, directly interacts with all levels of staff, board, Artists, and the public, and is visible and provides vital support to the Events Manager, Arts Festival Artist Manager, other departments as needed.

**Classification Level:** Hourly, non exempt

**Reports To:** Events Manager

**Supervisory Responsibilities:** N/A

**Responsibility areas include (but are not limited to):** \_\_\_\_\_

**Approximate TIME**

### Event Management

45%

- Arts Festival
  - Assist with maintaining the sponsor tracking grid
  - Maintain all Artist tent order tracking
  - Be main point of contact for all food trucks/artisan tasting vendors, including follow-up on all deadlines associated with vendors
  - Assist with connection/communication and tracking for all Dining Deck participants
  - Assist with connection/communication for all Gallery Stroll participants
  - Work with marketing team to oversee social outreach
- Additional events
  - Assist with brainstorming, initial planning and detail planning for events as requested
- Facility rentals
  - Assist with set-up of events as needed
  - Assist with outreach communication plan to increase KAC facility rental awareness
  - Research and manage all potential facility rental website leads

### Artist Relations: Pre-Arts Festival

45%

- Assist in answering questions regarding booth assignments and Artist information packets
- Assist with handling early load-in requests and modifications
- Maintain list of Artist's insurance received and follow-up with Artists
- Assist with cross check on program data and website for accuracy
- Compile list of new Artists and communicate special welcome to them
- Assist with image selection for print and web
- Assist with website updates as requested
- Assist with Artist Gala donation tracking and thank you letters
- Mail data for tax commission needs
- Maintain lunch order lists for Artists and obtain staff lunch orders
- Review nearby festivals' websites for repeat artists and helpful information, in addition to marketing trends and outreach patterns
- Organize Artist packet supply ordering needs and coordinate with front office staff
- Prepare and assemble pre-event materials including, but not limited to:
  - Name tags
  - Packets
  - Parking and access passes
  - Ranking surveys
  - Zip ties
  - Tax forms

- Printing of festival map, tax rate, emergency alert numbers, etc. for booth decor
- Printing of Artist lists
- Additional items as needed
- Manage Artist Lounge refreshments and bagel/coffee orders
- Coordinate Juror VIP name badge list and distribution

**Artist Relations: During Arts Festival**

**10%**

- Assist at early morning check-in at Deer Valley (6:00 am Friday)
- Artist/staff lunch management and delivery coordination with volunteers
- Booth visits, running items, and responding to requests as needed
- Assist with BIS awarding
- Tax check-out direction and assistance
- Assist with break-down on Sunday

**Other**

- Provide support for KAC activities as needed.

**Other Duties**

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Qualifications/Education:**

- Must be dependable, professional, hard-working, detail-oriented, comfortable interacting with people in potentially challenging situations and keeping calm
- Willing to learn and contribute to the success of events
- Excellent communication skills, both written and oral
- Excellent social skills in interactions with staff, board, artists, donors and prospects
- Computer proficiency/technical skills (MS Office, donor/CRM database, spreadsheets, email)
- Comfortable in a mission based, resource-limited environment
- Applicants must be present and available to work in the lead up and implementation of the annual Gala and the Kimball Arts Festival in early August.
- Must be at least 18 years of age, have reliable means of transportation, and legally approved to work in the United States.
- Must be able to lift 30lbs

**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:** \_\_\_\_\_