



## Fairs and Events Coordinator Description

Job Title: Fair & Events Coordinator

Job Type: Part-Time

Reports To: Art Center Director

Schedule: 5-10 hrs/week

Pay Range: Starting at \$12 per hour

Work with artists and vendors for our two annual Arts & Crafts Fairs. Take applications and process into database while assigning booth locations. Coordinate our annual volunteer luncheon and oversee other events such as Earth Day booth, ScienceFest booth, opening receptions, etc.

### Qualifications and Skills

#### Education/Certification

- Background in planning/event coordination
- Knowledge in Microsoft Access

Knowledge/Experience Must have the ability to demonstrate and/or show competency in the following areas:

- Demonstrate diplomacy while working with numerous artists/vendors
- Demonstrate a high level of organization
- Work with a variety of venues and meet with other local entities/organizations
- Ability to use Microsoft Access to process applications
- Schedule and conduct juries for the fairs and notify artists of the outcome
- Work with Marketing to promote your events
- Oversee each event from beginning to end

To apply: We are asking for a *resume*, *cover letter*, and *three references*.

- Deliver to the Art Center in person
- Email to [info@fullerlodgeartcenter.com](mailto:info@fullerlodgeartcenter.com)
- Send by mail to:

**Fairs & Events Coordinator**

**Fuller Lodge Art Center**

**2132 Central Ave.**

**Los Alamos, NM 87544**