



Events and Gallery Manager Job Description

Reports to: Executive Director
Member, Management Committee
Status: Full-Time, Exempt
Salary range: \$65,000 - \$75,000

PURPOSE OF POSITION

Our events at OTAS are a vital tool in celebrating and communicating not only what we do but why we do it. Our events give voice to the passion we have for all that we do. The Events & Gallery Manager position is key to our success and requires a highly organized, creative, detail-oriented, and motivated person to serve as lead for event planning and production, gallery management, and exhibition curation.

Responsibilities include planning and execution of seasonal events and gallery calendar, community events, regular musical events during the season, and lecture series. The position deals with a wide range of tasks that includes working with artists, with the Development and the Marketing Departments, event theme building, creating event programs, contracting with vendors, coordinating event logistics, and gallery sales.

MAJOR DUTIES AND RESPONSIBILITIES

Event Planning, Production & Administration:

- Create and manage the timeline, program and task list for all OTAS- hosted events except those created by the Development Department;
- Lead all event planning and production meetings;
- Collaboration with the Marketing Department on event concept, graphic design/production/printing, and event marketing;
- Negotiate costs and services with vendors, arrange food and beverage, order all supplies/decorations, coordinate audiovisual equipment & operation, make travel arrangements;
- Secure guest speakers, coordinate rehearsals;
- Create/revise room layouts/seating arrangements for each event as necessary;
- Manage on-site production and clean up for events as necessary.

- Organize and manage the ticket sales, registration and attendee check-in processes.
- Manage follow-up with vendors, sponsors and staff members following each event.
- Assist with preparing budgets and provide periodic progress reports to staff directors for each event project.
- Keep track of event finances including check requests, invoicing, and reporting.

Gallery Management

- Under the guidance of the Executive Director and Management Committee, create the annual Gallery Exhibition schedule, and accompanying events;
- Secure artist/community agreements;
- Work with Development and Marketing Departments to maximize funding and publicity for each month-long exhibition;
- Manage daily gallery operations;
- Oversee sales, acquisitions, and inventory management;
- Maintain gallery budgets and financial records;
- Foster relationships with patrons and the local community.

General:

- Serve as a member of the Management Committee;
- Meet or exceed event revenue goals;
- Maintain all deadlines to ensure smooth execution of events;
- Create copy and coordinate printing and delivery for event invitations, programs, and other printed materials;
- Recruit, train, and supervise all volunteers for OTAS, including those for Events & Gallery;
- Consult on event planning and implementation for all other OTAS departments to improve the organization and execution of events;
- Attend all events, and assure pre- and post-activities are properly implemented;
- Interact with guests during events.
- Other tasks as assigned by the Executive Director.

Experience required:

A minimum of three years planning and implementing fundraising, community, and art gallery events.

Skills required:

Knowledge of Google Suite, Salesforce or other CRMs, Microsoft Suite, Canva; excellent knowledge of English; fluency in Spanish recommended.

To apply send resume to: roccie@oldtoanartisanstudios.org

