

Arts Festival Event Manager Job description, Full-Time

The role of the Arts Festival Event Manager will be to manage and implement the operational needs for a 4-day summer Arts Festival to be presented in 2022 in White Plains, NY. The Festival Manager will be responsible for the management of all Festival events related to artist/arts programming, development, community outreach and communications. The Festival Event Manager will be employed by ArtsWestchester, New York's largest non-profit arts council located in White Plains, New York.

The role of the Festival Event Manager is to:

- Plan and advise the ArtsWestchester Executive Team on the design, budget, 4-day schedule, and overall plan for the Festival's operation.
- Advance and in some cases negotiate, the technical/operational requirements of all stakeholders being presented at or otherwise participating in the Festival, including visual and performing artists, arts events and vendors and Festival sponsors and community partners.
- Prepare a master operational plan and timeline for the delivery of services and equipment, and manage such delivery.
- Work with the Senior Deputy Director and Director of Marketing to devise and implement a system for describing each Festival event on paper, including detailed information about the design, production, staffing, suggested promotional copy and schedule thereof.
- Negotiate and implement artist agreements and vendor contracts for technical rentals, staging, backline instrumentation, and other physical elements of the Festival as may be necessary.
- Coordinate Festival activities with city departments and local agencies, securing necessary permits, licenses, and services.
- Manage the Festival's existing relationships with these entities and other community partners, and seek ways to encourage broader cooperation and participation.
- Coordinate Festival activities with White Plains performances venues and manage the utilization of space in external venues by all Festival departments.
- Manage the logistics of food vending operations and restaurant participation in the Festival.
- In consultation with the Senior Deputy Director and Director Administration, hire and supervise production & operations staff as may be necessary for the delivery of the program.
- Assist in managing production needs for the Festival's community projects, press and development events.
- Oversee and manage the installation, presentation, and de-installation of all Festival elements and events. Arrange for the return to owner, storage, or disposal of all goods used.
- Assist in the coordination of interns, and volunteers who will be part of the production/event team.
- Manage the operations budget so as not to exceed Festival approved amounts; prepare and manage documentation of expenditures and commitments, invoices and requests for grant reimbursements for budgeted Festival expenses.
- Establish policies for the health and safety of crew and public based on knowledge of industry standards and best practices to ensure a safe Festival environment.

Festival Event Manager Compensation: Full time: \$45,000-50,000 a year; hybrid and/or remote work possible.

ArtsWestchester is an equal opportunity employer and will not discriminate or permit discrimination against any person or group of persons on the basis of race, color, religious creed, age, sex, transgender status, gender identity or expression, marital or pregnancy status, national origin, ancestry, present or

past history of mental disability, intellectual disability, learning disability, military status, lawful source of income, sexual orientation or physical disability or any other class of persons or categories protected by law.

About ArtsWestchester. We believe that the arts are for everyone, amplifying the multi-ethnic and culturally diverse voices within our community. The arts offer opportunities for advancement and personal growth. The arts are a catalyst for systemic change, economic development, and community empowerment. The arts create life-affirming experiences, celebrating differences and finding shared values.

Our Mission: ArtsWestchester's mission is to create an equitable, vibrant and sustainable Westchester County in which the arts are integral to and integrated into every facet of life.

Advancing Our Mission Through Leadership: ArtsWestchester supports the arts in Westchester through leadership, funding, programming, education, advocacy, audience cultivation and professional development. We work to ensure the accessibility and diversity of the arts, at every level for every resident and visitor in Westchester County.

We Are Committed to Social Justice. As ArtsWestchester looks to the future, and in recognition of the current needs of the communities we serve, we reaffirm and further commit to advancing social justice through our policies and practices. We acknowledge that this work is on-going and commit to enacting a strategic vision that is proactive and responsive in shaping a just, fair, and equitable Westchester.

How to Apply:

Cover letter and resume with subject line of "Festival Event Manager" to: HR@artswestchester.org