



artfair.org
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The Artist Coordinator position is a year-round part-time position reporting to the Executive Director. The primary focus of this position is to serve as the point person for all aspects of the organization that directly relate to the participation of artists in the Ann Arbor Street Art Fair. Hours are flexible around specific deadlines and prescribed timeframes, increasing as the Art Fair approaches each July: August – January, approximately 10-15 hours/week; February – March, approximately 15-20 hours/week; April – June, approximately 20-30 hours/week; July, full-time with overtime during the Art Fair.

ARTIST COORDINATOR POSITION RESPONSIBILITIES

APPLICATION MANAGEMENT / MARKETING:

- Develop marketing strategy to target potential applicants
- Manage ZAPApplication site
- Review and manage all incoming applications

ARTIST COMMUNICATIONS:

- Correspond with all artists and manage pre-fair requests
- Create and send correspondence documents for re-invited, newly invited, and waitlist artists
- Track artists financial status
- Assign artist booths
- Manage on-site artist registration
- Manage on-site artist needs

ARTIST DEMONSTRATIONS

- Coordinate and oversee artist demonstration program

ARTIST HOSPITALITY:

- Coordinate Artist Welcome B-B-Q and Artist Award Brunch
- Oversee on-site Artist Hospitality Area

GRAPHIC DESIGN:

- Complete miscellaneous in-house graphic design projects

JURY PROCESS:

- Communicate with Jury Group
- Identify and correspond with invited Jurors
- Organize, initiate, and complete January Jury process
- Organize, initiate, and complete On-site Jury process: coordinating Jury Group, Awards Jurors, and Peer Jurors

- Tabulate and interpret scores from January Jury and On-site Jury

NEW ART, NEW ARTIST PROGRAM:

- Develop marketing strategy to target New Artists from partnering Universities
- Manage application process
- Communicate with and facilitate connections between accepted New Artists and school advisors
- Oversee all aspects of NANA artists participation in Fair as appropriate

PARKING MANAGEMENT:

- Assign Art Fair parking and supervise parking enforcement on-site

WEBSITE:

- Maintain up-to-date Artist Directory on web site

SOUVENIRS:

- Communicate with Featured Artist and Souvenir Committee to develop souvenir images
- Coordinate merchandise selection and ordering

QUALIFICATIONS

- Advanced knowledge of Fine Arts and Fine Crafts. BFA or formal study preferred.
- Proficiency in Microsoft Office Programs including Word, Excel and Access.
- Proficiency with computer design programs such as Illustrator and Photoshop preferred.
- Strong organizational skills and the ability to manage complex database programs.
- Good listening and strong interpersonal communication skills.
- Ability to problem-solve and obtain positive outcomes under pressure.
- Willingness to work as a member of a small but dedicated team.

To apply, please send a resume and cover letter to mriley@artfair.org by October 20, 2010.