

Northville Art House 215 West Cady Street, Northville, MI 48167

Job Title: Events Coordinator
Position Type: Part-time
8-15 hours / week (Hours may center around events)
Flexible Hours outside of required monthly staff, commission and DDA meetings

Compensation: Starting at \$15/hour
There are no fringe benefits with this position.

Posting Date: January 15, 2020

Applications Accepted by: Applications are available online and should be submitted along with resume and cover letter to HR@ci.northville.mi.us

The **Northville Art House** is a gathering place where artists and the community come together to learn, share ideas, and understand different points of view. The programs and events improve social well-being, enrich local amenities, and attract people to the area to increase business and economic development.

The Northville Art House is seeking a self-motivated individual to coordinate and manage fund raising events. This position reports directly to the Director of the Art House. There are no fringe benefits with this position. The successful candidate will be required to take and pass a pre-employment physical and background check.

Job Description:

Roles and Responsibilities:

- Coordinating and managing major fund-raising events including ArtCrush (February), Young Artist Art Fair (March), Arts & Acts (3 day street Art Fair in June), Painting with PAWS (September), and other events as needed.
- Soliciting and managing artists before & during the events, obtaining music venues and generating children activities.
- Coordinate and oversee volunteers for all events
- Membership: Generate communication with and stewardship of Art House members and membership marketing. Coordinate and set-up member meet-up events.
- Manage and maintain recordkeeping and budgets for all events, reporting regularly to the Director
- Attend monthly: Northville Arts Commission meetings (2nd Wednesday of each month), DDS meetings (2nd Thursday of each month), and Staff meetings

Knowledge and Skills:

- Strong organization skills
- Demonstrated self-starter with ability to work independently and with a team
- Excellent verbal and written communication skills
- Membership and Volunteer recruitment experience
- Event management experience, art fair or fundraising events preferred
- Stewardship experience preferred
- Microsoft Office Suite, Social Media, WordPress experience is required
- Experience with database maintenance, record keeping and budget keeping is required

Requirements:

- Education: High School Diploma or equivalent

The successful candidate will be required to take and pass a pre-employment physical and background check.

The City of Northville is an ADA/EOE employer