

**Northville Art House, Inc.**  
*Part-time Staff Position*

**Events and Engagement Manager**

The Northville Art House is a 501(c)(3) nonprofit based in Northville, Michigan whose mission is to inspire a creative community through engagement with the arts. Reporting to the Executive Director and working closely with staff and the Board of Directors, the Events and Engagement Manager plays a vital part in bringing that mission to life.

This position leads the development and execution of dynamic public programs and special events that celebrate creativity and foster community connection. Signature initiatives include the Young Artist Art Fair, 3-day Northville Art House Art Market, Painting with Paws, and the “If Stones Could Talk” Cemetery Tours, as well as monthly exhibition opening receptions. Responsibilities include securing sponsorships and donations, coordinating marketing efforts, engaging volunteers, and ensuring each event delivers a meaningful and memorable experience.

As a key ambassador, this role builds relationships and expands the organization’s reach by representing the Art House at community events and cultivating partnerships that strengthen its impact.

This is a part-time position (approximately 20 hours per week on average) with a flexible schedule. Occasional evening and weekend work is required.

**Job Responsibilities:**

- Lead the planning and execution of all Art House annual events and public programs from conception to completion, including timeline development, sponsor engagement, volunteer coordination, budget oversight, and post-event evaluation
- Serve as the primary on-site contact for events, ensuring smooth operations and a high-quality participant experience through proactive coordination and problem-solving
- Oversee the development and coordination of promotional content for events and programs across multiple platforms, including newsletters, social media, website, press releases, and community outreach materials
- Collaborate with the Executive Director and other team members to identify and develop new programmatic opportunities, community partnerships, and strategic alliances
- Represent the Art House at community events, meetings, and expos to increase visibility and cultivate relationships with community, government, and business partners
- Manage all rental inquiries and logistics, including client communication, contract finalization, calendar coordinator, and arranging required staffing and resources
- Assist other staff in execution of their responsibilities and complete such tasks as assigned by the Executive Director.
- Perform all duties with considerable independence, following professional practices and established organizational procedures.

**Knowledge and Skills:**

- Experience planning and executing public events preferred
- Proven ability to build partnerships and collaborative relationships
- Strong leadership skills with the ability to manage event staff and ensure smooth operations
- Basic understanding of nonprofit operations or willingness to learn
- Excellent written, verbal, and interpersonal communication skills
- Strong organizational and time management skills with the ability to meet deadlines
- Creative problem-solving skills and ability to adapt in fast-paced event environments
- Experience with database management, record keeping, and budgeting preferred
- Proficiency in computer and internet research; familiarity with Microsoft Office, social media, and WordPress preferred
- Ability to work a flexible schedule, including evenings and weekends, is required

**Job Qualifications:**

- Bachelor's degree in art, administration, leadership, art management, or a related field preferred
- Minimum of three years of experience in outreach, community relations, and/or event coordination, preferably in a nonprofit setting

**To apply:**

Email resume and cover letter to [office@northvillearthouse.org](mailto:office@northvillearthouse.org). The position will remain open until filled.