



ARTSFUND

ArtsFund - Celebration of the Arts Project Lead

Reports to: President and CEO

Hours: Approx 10 hours a week, with additional hours as needed

Pay: Project based, with \$10,000 budget

Anticipated timeframe: Approx 7 months, March to September 2025

ArtsFund supports the arts through leadership, advocacy, and grantmaking in order to build a healthy, equitable, and creative Washington. At ArtsFund:

- We believe that arts and culture are a tool for social change.
- We believe in arts and culture as an economic driver that creates jobs and revitalizes communities through its interconnectedness with the entire Washington economy.
- We believe in promoting equity by centering those most impacted by systemic oppression, including Black, Indigenous, and People of Color (BIPOC), LGBTQ+, and people with disabilities.
- We believe that communities benefit when youth and families are engaged in the arts.
- We believe that strong data, both quantitative and qualitative, can drive meaningful advocacy and change narratives.
- We believe that the arts bring people together with different experiences and that convening is essential for healthy communities.

Summary

ArtsFund seeks a contractor who will be the Project Lead for ArtsFund's Celebration of the Arts event at McCaw Hall. The Project Lead will work cross-departmentally between Communications, Development, and the President & CEO to deliver an engaging community event for approximately 700-1,000 attendees inclusive of sponsors, board members, arts and cultural professionals, etc. The Project Lead will manage the event timeline, back of house elements, front of house elements, pre-event registration, and day-of logistics in collaboration with ArtsFund staff, external contractors, and volunteers.

Projects Overview

Coordinate and liaise with event performers including determining the slate of performers in collaboration with staff; booking performers; coordinating performers technical and a/v needs and scheduling technical rehearsals in collaboration with the day-of Stage Manager; and collecting marketing materials and copies from the performers.

Liaise with and support the Keynote speaker

Develop the event run of show and stage blocking

Secure and coordinate accessibility accommodations including ASL interpreters, closed captions, audio describer, braille program, etc.

Serve as the lead and oversee day-of registration including name-tag distribution, paddle raise registration, and guest info table

Act as the day-of on-site event manager includes building a comprehensive event schedule, bringing event materials, liaising with Stage Manager, staff, volunteers, technical contractors, and venue contacts with support from ArtsFund staff.

Manage the relationship with the venue, schedule and host walkthroughs, and coordinate day-of needs including set-up, catering, signage, technical needs, staging, and event flow.

Manage event timeline including monitoring progress and tracking deadlines cross-departmentally and reporting out on key milestones.

Aggregate all event deliverables and materials and filter them to the appropriate departments.

Manage guest registration “tracker” with key details related to sponsors, groups, and individual guests and work with development team to ensure the fulfillment of benefits related to seating

Distribute pre-event guest surveys, track results for all attendees, and work with development team to ensure guest accommodation.

To apply:

Please send your resume and cover letter with subject line: COTA Project Lead: Your Name to jobs@artsfund.org. No phone calls, please; only applicants selected for an interview will be contacted.