



**POSITION DESCRIPTION**  
***Project and Events Coordinator - ACES***

**(This part-time position is currently budgeted through December 2019)**

**About Shunpike:**

Shunpike's mission is to empower artists through equitable access to vital expertise, opportunities and business services. We provide groups with back-office services that strengthen their day-to-day operations, while also offering strategic guidance that leads them toward their long-term goals.

*In November 2019, Shunpike is presenting **ACES.: Artists of Color Expo and Symposium**, in partnership with ArtsCorps, and with the support and/or participation of National Endowment for the Arts, Seattle Center, 4Culture, ArtsWA, Office of Arts and Culture, and Artist Trust. Launched in 2017, ACES is a POC-centered and led biennial art conference that fosters community, showcases talent, encourages professional development, and provides resources, while promoting the vast community of artists of color that exist in Washington State.*

*This 2-day networking, exhibition and professional development opportunity for artists and teaching artists of color, arts leaders, donors and supporters, is comprised of keynote speakers, exhibitions, lectures, workshops, panels, listening sessions, and performances.*

**About the Role:**

Reporting to the Executive Director, the **Project and Events Coordinator** works primarily to manage and coordinate all aspects of Shunpike's larger strategic events, and will in 2019 spearhead **ACES - Artists of Color Expo and Symposium**, being responsible for seeing the event through to its successful completion. This position involves a great deal of artist, vendor and stakeholder liaison and is central to Shunpike's engagement with the community.

**Position Responsibilities:** Working as part of a small team, the **Project & Events Coordinator** is responsible for -

**Events:**

- Managing and coordinating all planning and production work in connection with ACES.
- Working with Shunpike's Executive Director to maintain budgets, timelines, and fundraising strategies for ACES, and as scheduling and budgets permit, other client-centered special events.
- Liaising with current ACES partners, and potential collaborators and participants throughout Washington State and nationally.
- Actively seeking out and collaborating with independent artists and communities of color, to ensure relevant programming and participation for ACES.
- Facilitating the work of Shunpike's Board of Trustees, Equity and Inclusion Committee, Programs Committee, and other volunteers in connection with ACES, to ensure program alignment with Shunpike's Strategic Plan.

**In general:**

- Working with Shunpike's Marketing & Development Coordinator to promote and execute Shunpike's programs and services.
- Working collegially and effectively with other employees and clients in a small office environment.



- Working off-site when needed, as directed by the Executive Director. Employee must be able to drive to meetings and other work-related functions and events, if necessary.
- Working at assigned start and stop times, during and outside regular business hours as necessary, with punctual and reliable attendance. This position offers a flexible schedule, by request and with Executive Director approval.
- Other duties as directed by the Executive Director.

#### **About You:**

- You are passionate as well as pragmatic about issues of social justice and racial equity, and have a strong belief in the creative sector as a positive and unifying agent for change.
- You have a Bachelor's Degree (or work experience equivalent) and at least 2 years experience working in a non-profit arts context, as an events producer and/or arts administrator/manager.
- You are financially literate, and have a basic understanding of budgeting, accounting, and handling cash.
- You are personable and patient, have a cheerful disposition, a great sense of humor, and you're able to operate and respond in a rapid-fire environment while still remaining cool, calm and collected.
- You are a highly organized, multi-tasking, time-management whiz.
- Though a natural collaborator and loyal team player, you can manage responsibilities independently and are self-motivated to use your creativity, tenacity and savvy to solve problems as they arise.
- You are proficient with Word and Excel, experienced with a variety of web-based software and social media platforms, and have previous experience with information technology systems.
- You have an eye for detail, excellent verbal and written communication skills and a high degree of discretion and professionalism.

#### **Duration of Position:**

This position is currently budgeted through December 2019. If budgets allow, this position may become a permanent part- or full-time position.

**Ideal Start Date:** April 15, 2019.

Preference given to applications received by 3/22/2019. Interviews will be held in the first week of April 2019.

**Employment Status:** 20 hours /week, minimum 2 days in office. Detailed schedule TBD. Core office hours are 10am – 6pm. Some weekend and evening work is required.

**Remuneration:** \$25/hr; ORCA Card; pro-rated PTO and HOLIDAY PAY.

**Inclusion** means my voice is heard. **Diversity** means I am reflected and represented in the organization at every level. **Equity** means I am supported by systems and policies that ensure I succeed, despite historic patterns of hindered success. Shunpike is committed to this statement of equity and works to ensure that all staff and clients apply this lens to the work that they do.

**To Apply:** send cover letter and resume to [info@shunpike.org](mailto:info@shunpike.org); preference given to applications received by 3/22/2019.

Shunpike is an Equal Opportunity Employer. Employment policies and programs are nondiscriminatory in regard to race, gender, religion, age, national origin, disability, veteran status or sexual orientation. People of color are highly encouraged to apply.