

The Utah Arts Festival is seeking an enthusiastic and knowledgeable seasonal coordinator to join our team as the Community & Inclusion Coordinator. This is a contract position that requires demonstrated understanding of issues of diversity, equity and inclusion, proven ability to develop mutually beneficial community partnerships as well as strong connections within community. This position will be responsible to build and manage relationships on behalf of the Utah Arts Festival helping to ensure our organization and programming is inclusive, welcoming and that the community at large can see themselves in our programming. The Coordinator will be responsible for overseeing the successful planning and completion of the project, including leading volunteers, delegating tasks, managing the program budget, and performing outreach duties to engage with the local community and encourage participation in the Utah Arts Festival.

The following scope-of-work details the anticipated needs of the Utah Arts Festival and represents the minimum service that the Accessibility Coordinator will provide. It can include additional responsibilities as agreed upon by both parties.

Primary Objective: To lead the Utah Arts Festival's ongoing effort to enhance inclusivity and equity on all levels, build lasting community partnerships, and to help ensure diverse voices and perspectives are represented across the scope of the Utah Arts Festival's programming.

Key responsibilities include but are not limited to:

- Schedule and manage all program work in line with organizational standards and practices.
- Facilitate and manage community partnerships.
- Work with staff and coordinators to develop and implement initiatives that encourage diversity and foster inclusiveness and belonging.
- Engage in outreach to the community and identify opportunities for the Utah Arts Festival to participate, support activities, or build relationships that help us achieve our goals of accessibility.
- Manage the Community Outreach Ticket program including application process and follow-up report from recipients.
- Work with the Executive Director to manage program budget and monitor and approve program expenditures.
- Identify opportunities for improvement, make recommendations to Executive Director, and support implementation of agreed upon changes.
- Supervise program volunteers and or/staff when applicable.
- Maintain communication about program progress with Utah Arts Festival staff.
- Provide input and information for marketing purposes in a timely and organized manner.
- Maintain records pertaining to program activities and report on activities at the end of the project.
- Commitment to keep the values of diversity, equity and inclusion top of mind and work to address and eliminate bias in processes and decision making.

Coordinators attend monthly meetings that take place the second Wednesday of each month at 6pm from January through June. This is a way to learn about what is taking place in other programs, facilitate connections, ask for help or support from fellow coordinators or staff, and get to know the other members of the team.

Compensation:

This is a contracted position that pays a \$2,000 stipend upon completion of the project. The call for application will remain open until the position is filled, however, we hope to begin the screening process immediately and have a contract in place no later than the end of February 2023.

Minimum Qualifications:

- Five years of experience in DEI work and community engagement/outreach.
- Demonstrated ability to develop and manage connections that will facilitate greater inclusivity, accessibility, diversity and equity.
- Excellent written and verbal skills.
- Demonstrated time management and organization skills.
- Ability to think creatively and problem solve.
- Proficiency in Outlook, Excel and Word, or similar program (Gmail, Docs, Sheets, etc).

UAF is committed to the principle of equal employment opportunity for all and to providing an environment free of discrimination and harassment. Employment decisions, whether contract, seasonal or year-round, are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or beliefs, gender identity, sexual orientation, family or parental status, or any other protected status. UAF will not tolerate discrimination or harassment based on any of these characteristics.

To be considered for this contract:

Please send the following to aimee@uaf.org

- Resume or CV
- Statement of interest highlighting specific experience or expertise.