

The Utah Arts Festival is seeking experienced and eager seasonal coordinator to join our team as the Culinary Arts Co-Coordinator. This is a contract position that is responsible for recruiting and managing relationships with food vendors, ensuring there are a wide variety of options for Festival-goers and supporting revenue generation for the event. A demonstrated passion for the culinary arts and experience in vendor management will be important for the successful candidate.

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 produce the Culinary Arts Program for the Utah Arts Festival, ensuring that a wide range of food options and vendors are represented.

Key responsibilities include but are not limited to:

- Primary point of contact for current and prospective food vendors.
- Schedule and manage all program work in line with organizational standards and practices.
 - Application process: Applications are open November 1st thru early March. Work with the Assistant Director to update the application annually. Receive and review applications. Promote the application process and actively recruit potential culinary vendors.
 - Vendor selection process: Bring together a jury of peers to score applicants by the end of March.
 - Work with the Assistant Director on contracts and contract management, ensuring vendors complete the appropriate steps and requirements on-time.
- Ensure all vendors are in compliance with state and city codes as well as Festival policies for participation.
- Manage participating vendors on-site for the duration of the Festival.
- Manage the implementation of the program on-site from set-up to tear-down of the program area. This includes making sure the program area is set-up appropriately and according to specifications provided early-on in the process.
 - Conduct an on-site Culinary Vendor meeting prior to load in.
 - Load-in begins at 5am on June 22, 2023
 - Vending will take place June 23-25, 2023
 - Tear-down will be June 26-27, 2023
- Work with the Executive Director to manage budget and monitor and approve program expenditures including purchase or rental of equipment and supplies needed to implement the program, and artist fees.
- Work with Production and Technical Directors to develop layout and ensure all equipment provided by the Utah Arts Festival is ordered.
- Supervise program volunteers and or/staff if 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 related industry or position.
- Demonstrated ability to develop and manage relationships and achieve program goals.
- 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.