

The Utah Arts Festival is currently seeking candidates to join our seasonal coordinator team as the Literary Arts Coordinator. This contract position is responsible for managing our Literary Arts program which aims to highlight diverse voices and perspectives through spoken word and small, acoustic performances on two to three small stages at the Utah Arts Festival. 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.

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

Primary Objective: To produce the Literary Arts Program for the Utah Arts Festival, ensuring that a depth of genres and perspectives are represented.

Key responsibilities include but are not limited to:

- Schedule and manage all program work in line with organizational standards and practices.
 - Application process – applications are open November 1st thru the end of January
 - Artist selection process – bring together a jury of peers to score applicants by the end of February
 - Scheduling and pay – finalize by the end of March
 - Work with the Program Director on contracts and contract management
 - Manage participating artists and community groups on-site
- 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
 - Set-up takes June 17-22, 2022
 - Programming will take place June 23-26, 2022
 - Tear-down will be June 27-28, 2022
- Work with the Executive Director to set a budget and monitor and approve program expenditures including purchase or rental of equipment and supplies needed to implement the program, and artist fees.
- 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.
- Engage in outreach to the community.
- Maintain records pertaining to program activities and report on activities at the end of the project.

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 mid-December and have a contract in place by January 2022.

Minimum Qualifications:

- Four years of experience in the literary field.
- Scheduling and budget management experience preferred.
- 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.