



January 2022

Event Coordinator/CraftBoston Assistant

The Society of Arts and Crafts, a nonprofit organization supporting contemporary craft artists, seeks an experienced events coordinator to plan and execute online and in-person events in conjunction with its retail show CraftBoston (currently online), and other programs such as our 125th Anniversary scheduled to be recognized in 2022-23.

Duties/Responsibilities

Event Coordinator

The person in this role will work with the Executive Director and other staff to coordinate events in support of overall organizational fundraising and programming. This will include our 125th gala event in October 2022 (in-person) and smaller monthly events over the following year (currently in online format) that will highlight the organization's history and contributions to the field of craft. Other programs that may need event support include a mentorship program that will require online meetings and support; general fundraising events; and programs yet to be developed.

CraftBoston Assistant

The person in this role will also work closely with the CraftBoston Manager to identify and bring to life online events (via YouTube or other video formats) in conjunction with our themed CraftBoston marketplace shows. These might include craft workshops, artist studio tours, academic forums, book club sessions, artist meet-and-greets, and other events that educate and spotlight topics in contemporary craft. This will involve:

- Artist and topic identification
- Coordinating times, locations, and hosting of the event to coordinate with CraftBoston best practices and the mission, vision & values of the Society of Arts + Crafts
- Coordinating participants and their involvement
- Acting as primary contact and host in collaboration with the CraftBoston Manager
- Tracking data points that illustrate the success of all events, adjust programming as needed, and using key learnings to build a robust offering of online events over time
- This role may have the opportunity to grow and transfer our currently online format into an in-person format over time that will serve the same educational function, and potentially into in-person CraftBoston "big tent" art shows serving hundreds of artists, thousands of attendees, and dozens of staff and volunteers, as well as vendors, facility rentals, etc.

Other Duties

The Society of Arts + Crafts is a vibrant organization with a dedicated staff that wears many hats. We are a small team and as such, seek to help each other when the need arises. The person in this role may be called on to support the CraftBoston Manager, the ED, or other departments with non-event duties on occasion and we are looking for someone who is interested to willingly participate in all activities the organization undertakes to serve its mission.

Qualifications

- Demonstrated excellence in organization, management, communication, and customer service.
- 3+ years experience in event management, preferably in a non-profit setting.
- Strong ability to problem-solve, prioritize, and multi-task
- Ability to work both independently and in a team, to collaborate with both staff and people outside of the organization
- Experience in managing volunteers
- Ability to develop marketing and development strategies in collaboration with other staff members
- An ability to work remotely and familiarity with tools like Zoom, Google Suite, etc.
- Familiarity with online event platforms (YouTube, Facebook, Zoom, etc) for online, in-person, and hybrid events; demonstrated ability to learn and implement new technologies as they arise
- Experience with WordPress and Salesforce a plus, but we are willing to train the right person
- High degree of physical mobility and strength (lift 25 lbs) for on-site event assistance
- Reliable transportation for the evaluation, review, and use of event venues
- A bachelor's degree (or relevant work experience)
- In addition, the successful candidate will be:
 - Professional, polished, responsible, and detail oriented
 - Flexible and willing to learn and adapt to the changing needs of the position over time (e.g., online vs. in-person events)
 - A friendly, creative self-starter
 - Familiar with, or eager to learn about, the community of craft artists and supporters; an understanding of contemporary craft and craft shows would be helpful, but working experience within any event management situation will be considered

Compensation & Benefits

This is a 40/hr week position. The salary range is \$42-46,000, based on the applicant's relevant experience. A benefits package will be offered (health, dental, disability + life) plus vacation, sick days, and holidays.

Work Schedule:

A core workday is Monday – Friday from 10-6pm EST. Some nights and weekend hours are required during special events. This role is currently remote but may return to an office in the Boston area in the future.

The Society is an Equal Opportunity Employer. We actively strive to create an environment where the perspectives we bring to our work are valued as much as the work we produce. We strongly encourage people of all historically underrepresented groups in art administration to apply for the role.

How To Apply:

Send a cover letter, resume, and contact information for three professional references to info@societyofcrafts.org using the subject line “CraftBoston/Event Coordinator.” Only candidates chosen for interviews will be contacted.

Apply by February 11, 2022. Applications will be reviewed on a rolling basis. Anticipated start date is March 2022. No phone calls, please.

About the Society of Arts + Crafts

Our mission is to support and celebrate craft makers and their creativity, and our vision is to build and sustain a vibrant and diverse community and to shape the future of craft. The Society of Arts + Crafts believes in four distinct values:

- **Craft Improves Our Lives.** Craft is an integral part of our culture, helping us understand who we are and where we are going.
- **Craft Combines Old and New.** We respect the traditions and values of craft while connecting the field to new and diverse voices, perspectives, and ideas.
- **The Maker Story and Our Story.** We bring the maker story consciously front and center, engendering a richer understanding of who we are as a culture and society.
- **New Pathways for All.** We are committed to excellence in the field and creating new pathways and points of engagement for all.

Since its inception, the Society of Arts + Crafts has been at the forefront of the American craft movement. On the eve of its 125th anniversary, the organization is embarking on a bold new strategic plan which applies the organization’s efforts towards promoting the relevance of craft in the 21st-century.