



EVENT SPECIALIST

We are currently seeking an experienced, proactive, and highly organized Event Specialist who thrives in a fast-paced, creative, and mission-driven environment. This individual will provide high-level administrative, management and strategic support to the Executive Director and operations, relative to events. This is an ideal opportunity for a professional who has event planning experience, is passionate about the arts, and is looking for a meaningful, yet part-time role with artist and community interaction.

KEY RESPONSIBILITIES:

- Support the planning, logistics, and execution of the Shemer Art Center's signature community events, which include our Public Art Forum, Art in the Garden and Sparkling Tea, Shemer Arizona Legacy Golf Tournament, Shemer Arizona Arts Festival; and Shemer Honors.
- oversee and manage event venue rentals throughout the year.

SKILLS/QUALIFICATIONS:

- 3-5 years' experience in assisting with the planning, logistics and execution of large-scale community events (500 people or more).
- Proven ability to work independently with minimal supervision while staying aligned with organizational and Executive Director goals.
- Experience in navigating ambiguity and prioritizing tasks in a dynamic environment, with ability to manage multiple and shifting priorities.
- Innovative thinker with ability to conceptualize and proactively identify opportunities to plan and implement effective solutions for improvement.
- Strong follow-through and accountability to creatively see tasks and decisions through to completion.
- Ability to be resourceful, proactive and comprehensive in dealing with arising issues.
- Knowledge of MAC computers (Apple), plus proficiency with Microsoft Office Suite (Outlook, Word, Excel) and Google Workspace.
- Proficiency in the use and technical support of computers and software.
- Strong verbal and written communication skills
- Customer service and customer relations expertise
- Event planning, organizing and facilitation experience
- Strong computer knowledge (Apple, Outlook, Word, Excel, Power Point)

TERMS OF EMPLOYMENT:

- Hourly, non-benefited position, hours to be determined.
- Rate: TBD, based on experience.
- Paid holidays, vacation, sick and personal days.

Background and reference verifications will be requested.