



### **Town of Kiawah Island, Seeking an Arts & Cultural Events Coordinator**

The Town of Kiawah Island, South Carolina, is seeking an Arts & Cultural Events Coordinator to assist the Communication Manager in supporting the Arts and Cultural program. This role provides administrative support to the Town's Arts and Cultural Events Council and the Communications Manager. This position reports to the Communication Manager.

#### **Essential Job Functions**

The essential duties and responsibilities performed by this person will include, but not be limited to the following:

- Oversees event planning details in support of the Arts and Cultural Events Council members and Town related events
- Coordinates and monitors event timelines and ensures all deadlines are met.
- Coordinates operational aspects of arts events (e.g., maintaining event calendars, timelines, proposals, artist contracts, artist riders, banquet event orders, accommodations, budget tracking, and ticket allocation).
- Coordinates event logistics, including registration and attendee tracking, presentation materials, and ticket scanning equipment.
- Creates promotional material for Arts Program including season planner, quarterly flyers, event descriptions on website, programs, etc.
- Provides promotional support through email marketing for the Arts & Cultural Events Council.
- Submits event info to community calendars and other news outlets as needed.
- Prepares all materials necessary for Arts Council season planning – books, documents, quotes, etc.
- Oversees Arts Council Board meeting schedule, agendas, materials, meeting notes, and one-sheet for Council.
- Submits requests for payment and reimbursements for performers and other contractual assistance.
- Develops, maintains, and promotes positive and professional relationships with internal staff, volunteers, members, vendors, contractors, and the general public.

#### **Qualifications:**

##### **Education and Experience:**

Requires an Associate's degree and two (2) years of related experience or equivalent combination of education and experience.

##### **Licenses or Certifications:**

A valid SC driver's license, or ability to obtain by start of employment.

## **Knowledge, Skills, and Abilities:**

### **Software Knowledge**

#### **Required**

- Knowledge of Windows and Apple operating software, Microsoft Office Suite, WordPress, and Constant Contact.
- Knowledge and understanding of Social Media platforms, their respective participants (Facebook, Twitter, Yelp, YouTube, Instagram, Pinterest, etc.), and how each platform can be deployed in different scenarios.

#### **Desired**

- Working knowledge of Adobe Creative Cloud (Photoshop, Illustrator, InDesign) and AudienceView.

### **Skills and Abilities**

- Skilled in focusing on results and providing status updates such as designing and implementing strategies by creating relevant content, blogging, community participation, and leadership to promote fan base and social advertising.
- Skilled in verbal, written communication and ability to work with team collaboration.
- Ability to multi-task, be organized, and handle a complex workload.
- Ability to set clear objectives and timelines.
- Ability to get along with others and work effectively with the public and co-workers.
- Ability to work occasional evening events (5-6 per year)

**Salary:** The starting salary for this position is \$42,000 annually plus benefits.

**How to apply:** Applications are [available here](#) or at the municipal center located at 4475 Betsy Kerrison Parkway, Kiawah Island, South Carolina 29455. Applicants should forward their application, resume, and previous work samples to Stephanie Braswell, Communications Manager at [sbraswell@kiawahisland.org](mailto:sbraswell@kiawahisland.org). Only those candidates considered for an interview will be contacted. No phone calls please.

**Deadline: Friday, October 22, 2021**

**EOE Disclaimer** Town of Kiawah Island is an Equal Opportunity Employer.