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*the heart of community*

## EVENTS AND PROGRAMS COORDINATOR

- Averages 24 hours a week, not to exceed 30. Time flexes around events and programs as needed.
- \$20-\$22 per hour DOE. Maintains an hourly time sheet detailing work turned in bimonthly.
- The Events and Programs Coordinator will report to the Executive Director of Plumas Arts.

### Job Overview

The Events and Programs Coordinator is responsible for coordinating all aspects of event and program production including planning, publicity and production. This public facing role serves as a main point of contact, and representative for Plumas Arts.

### Responsibilities and Duties

- Coordinates Plumas Arts Events and Programs: Serve as the main liaison between vendors, organization partners, legal/governmental agencies, artists, performers, etc. This includes on and offsite meetings, email, and phone communications.
- Timeline and Tracking: Maintain a shared tracking and timeline schedule for all parties involved. Ensure all licensing requirements, MOUs, and contracts are attained in a timely manner.
- Collaboration: Maintain and develop relationships with community, partner organizations, members, and donors. Assist on events coordinated by partners and third parties as needed.
- Volunteer Coordination: arrange for volunteer staffing, maintain volunteer databases and communication.
- Event publicity: Create flyers, submit press releases, PSAs, and post to social media.
- Presence at Events: Organize, setup, execute, and cleanup from the above-mentioned events. May include public speaking such as welcoming/opening events, thanking/closing events, or announcements as needed during events.
- Other duties as assigned. All staff are cross trained to support each other and the organization.

## **Qualifications and Desired Skills**

- High School education required. Some college preferred.
- Event organizational experience preferred.
- College level writing skills required.
- California Driver's License and personal vehicle required.
- Familiarity with Apple computers desirable.
- Ability to use Google Workspace including Drive, Docs, Sheets etc.
- Well-developed inter-personal communication skills. Attention to detail.
- Ability to work on a small staff as part of a close knit team.
- Willingness to provide service to the community by assisting with partnered events.
- Available to work some evenings and weekends.

## **Current Events: (subject to change)**

- Music in the Plaza
- Art Barn at Plumas Sierra County Fair
- Wild and Scenic Film Festival
- Gallery of the Woods
- Sierra Valley Art and Ag Trail (participant)
- Mountain Harvest Beer Festival
- First Fridays at Gallery
- Town Hall Theatre (collaborate with Theatre manager on some events)

## **Current Programs: (subject to change)**

- Words and Music
- Artists in Schools
- Artist in the Lookout
- Poetry Out Loud
- Community Art Show
- Art Workshops and Education