



Fairbanks Summer Arts Festival

July 16-30, 2017

Assistant Festival Operations Office Manager

Organization Description:

The Fairbanks Summer Arts Festival, 2-weeks of study-performance opportunities in all art forms, encourages both personal growth and arts appreciation regardless of level of accomplishment. Approximately 1,000 people register and participate with over 100 guest artists; workshops in music, visual arts, literary arts, theatre arts, culinary arts, dance and healing arts with dozens of performances.

FSAF's mission is to provide highly qualified guest artists who offer multidisciplinary study & performance opportunities that increase both personal growth & arts appreciation to all participants.

Overview of events:

In 2016, the Fairbanks Summer Arts Festival presented 111 performances/events including 16 free lunchtime concerts, 23 evening concerts, 7 daytime concerts, 65 outreach events, 191 workshops, 63 of those mini-workshops.

Duties & Responsibilities:

- Assist in Festival office at UAF and the box offices at performance venues
- Assist with daily and concert tills, & ticket & attendance reports
- Assist with sending out updates to all staff & Daily Bulletin to Festival registrants
- Coordinate with main festival office at UAF and at 600 University
- Assist with registration; merchandise sales; ticket sales
- Assist with festival office communications: phone, email, mail etc.

Requirements:

- The ability to work long full days and maintain a professional manner
- Must be able to troubleshoot problems efficiently and calmly
- Supervisory experience preferred
- Must be able to handle organizational and communications aspects of position in a positive, professional, timely, and efficient manner
- Must be a team player
- Expected to stay in Fairbanks through the culmination of Festival and final take down. Earliest to leave – End of day, Monday, July 31st; Sunday, July 23rd - All staff off day

Benefits:

- Negotiable stipend DOE

Please send cover letter & resume via email to Dori Nix, Operations & Communications Manager, dori@fsaf.org