



JASPER ARTS DEPARTMENT EVENT COORDINATOR

The Jasper Arts Department is seeking an individual to provide professional client services support in the planning, organizing and management of events within facilities operated by the Jasper Community Arts. Assists with planning and executing special events, including but not limited to Arts Festivals, Special Performances, Film Screenings, Community Events, Tradeshows, Conferences, Weddings, Receptions, etc. Meet with prospective clients to organize meetings and/or events. Serve as primary liaison between clients and JCA staff. Assists with marketing efforts including design of material, media releases and promoting the arts. **This position is full-time and features flexible hours and a changing environment as new shows and events occur. Weekend and evening hours as necessary for events and rentals.**

High School diploma or equivalent is required. Good writing, organizational and public relations skills required. Grant writing, marketing and fundraising experience preferred. Outstanding interpersonal skills for interfacing with the public, other departments, and outside vendors. Working knowledge of Microsoft Word, Excel, Access and Publisher preferred. Valid Indiana Driver's License is required.

Submit resume with cover letter of interest, qualifications and references to:

PERSONNEL DIRECTOR

EOE #394

c/o City of Jasper

P.O. Box 29

Jasper, IN 47547-0029

An Equal Opportunity Employer