

Job Title: Event and Communications Manager

Location: Moses Lake, various

Hours: 20 hours/week, primarily 8AM-12PM (flexible), with evening and/or weekend events

Compensation: \$22/hour, mileage (state rate) for travel, additional \$3,000 to be used for Board approved education relevant to position.

About Columbia Basin Allied Arts

Mission

To provide diverse cultural enrichment and lifelong education through the arts.

History

Columbia Basin Allied Arts is based in Washington's Columbia Basin, providing a wide variety of nationally and internationally acclaimed arts performances and events to the region's diverse community. Our office is located at 6989 College Pkwy NE, Moses Lake, WA 98837 at the Wallenstien Theater on Big Bend Community College campus near Moses Lake. Programs include: the Premier Series, comprised of in-theater performances of varying genres including dance, theater and music; the Green Turtle Series, focused on engaging children through theater camps and outreach in public schools throughout Grant, Adams and Lincoln counties; the Civic Series, dedicated to serving new audiences in non-traditional venues and focused on collaborative efforts with other regional arts and cultural entities - events include two festivals in downtown Moses Lake, the 'Arts Quest: Mobile Arts Fest' and the 'UMANI Festival', a Hispanic heritage celebration; visual arts; and, work as a regional "Local Arts Agency" including shared marketing for regional arts and cultural organizations, fiscal sponsorships and grants for artistic elements of events.

Allied Arts is one of the select few arts organizations to have received the coveted Washington Governor's Arts Award for Artistic Excellence. Our professional standing in the arts community has been validated by financial recognition from National Endowment for the Arts, Creative West (formerly Western States Arts Federation), Washington State Arts Commission, Western Alliance of Arts Administrators, Washington Commission for the Humanities, Arts Network of Washington State, MJ Murdock Trust, Icicle Fund, and the Innovia Foundation, among others.

Our team of Board of Directors consist of people from a diverse range of backgrounds and professions, sharing a common love of the arts.

This position is funded in part by a Capital Grant through the MJ Murdock Trust.

Website: www.cba-arts.org

Social: www.facebook.com/cballiedarts // www.instagram.com/cballiedarts

Event and Communications Manager Job Description

Position Overview

We are seeking a motivated and detail-oriented individual to work closely with the Allied Arts Executive Director, volunteers, vendors, and community partners to ensure successful events and communication campaigns. This role combines communication skills with event coordination tasks, making it ideal for someone with strong organizational skills, customer service experience, and a passion for the arts and community. The selected candidate will:

1. Lead consistent communication and messaging with patrons, collaborators, funding sources including individuals, businesses and foundations, and new audiences through local and regional advertising and information campaigns.
2. Plan and manage year-round events including some evening, daytime and weekend events, including in-theater (on site) and regional (off site, including outdoor) events.

Key Responsibilities

Event Management:

- Plan and manage front-of-house aspects of performance events as scheduled, including pre-event set up and and post-event tear down.
- Act as an onsite point of contact for performers, vendors, etc. as needed, addressing day-of needs or questions for front-of-house.
- Welcome guests, manage check-in or ticketing, and ensure a positive audience experience at venues.
- Monitor event flow, ensure adherence to the schedule, and address any onsite issues.
- Organize and oversee volunteer activities.
- Plan, set-up and tear-down promotional/activity space at various community events.
- Report on events, conduct surveys and suggest changes to the Executive Director and Board of Directors, if needed.
- Other event management tasks as needed.

Communication Management:

- Plan and manage promotions, including but not limited to marketing by letters, email, postcards, radio, magazines, newspapers, social media (Facebook, Instagram, Tiktok, Youtube) and other media. Promotions may be one-time, a set timeframe, annually, monthly or related to specific events. Present ideas and reports on promotions to Executive Director and Board of Directors.
 - Coordinate and maintain accurate contact lists of Board of Directors, patrons, funding sources, collaborators, schools, marketing outlets, etc.
 - Track responses and assist with communications as needed
 - Contribute creative ideas to the Executive Director and Board of Directors to enhance engagement and retention.
 - Other communication tasks as needed.
-

Qualifications

- Experience in event coordination, volunteer supervision, customer service, or administrative support preferred.
 - Experience in marketing, professional writing or communications preferred.
 - Experience in the arts or nonprofit sector preferred.
 - Strong attention to detail and ability to manage multiple tasks effectively.
 - Excellent interpersonal and communication skills, with focus on building positive relationships.
 - Proficiency with office software (Microsoft Office and Google Suite) and design software (ie Canva).
 - Familiarity with databases or CRM tools preferred.
 - Proficiency with social media outlets, with required profiles on Facebook and Instagram (can be business-only profiles - these are required to manage a business page).
 - Availability on event dates, including some evenings and Saturdays.
 - Physical ability to assist with event setup and breakdown over short distances and lifting items up to 25 lbs.
-

Timeline

- June 12: Job Posted, applications accepted
 - July 10: Application period closes
 - July 10-15: Application review by Allied Arts Hiring Committee
 - July 27-31: Interviews
 - Aug. 3: Job offered to chosen applicant
 - Aug. 17: Position starts
 - Timeline is hopeful, and may be subject to change.
-

Contact

- Any questions may be sent to Executive Director, Shawn Cardwell, at director@cba-arts.org or (cell) 509-760-8053.