



Ann Arbor Summer Festival

Position: Programming and Operations Manager
(Available Immediately)

Classification: Full-Time Exempt

Position Summary

The Ann Arbor Summer Festival is seeking a highly organized, detail-oriented, and creative individual to join the team as Programming and Operations Manager. This key position is responsible for planning and implementing the programmatic and operational activities of the Festival. The Programming and Operations Manager will report directly to the Executive Director and work collaboratively with a team of three permanent employees, seasonal staff, volunteer governing board, and a programmatic advisory committee (in development) to achieve the organization's mission.

The candidate will be joining a small and highly collaborative team. There is room for growth and additional responsibility in this position depending on the candidate.

Organization

The Ann Arbor Summer Festival is an eclectic, dynamic, and far-reaching celebration of performing arts, outdoor entertainment, and community spirit. The nearly four-week gathering offers dozens of performances, activities, exhibitions, and screenings representative of the best in music, dance, contemporary circus, public radio shows, comedy, film, spectacle, street arts, and family entertainment. The Festival's mission is to present a world-class celebration of arts and entertainment that enriches the cultural, economic, and social vitality of the region.

Key Responsibilities

Programs (50%)

- Develop and implement the Festival's community programs, events, and artistic presentations
- Seek out and create diverse new programming and partnerships in the community and region while maintaining and improving existing ones
- Collaborate with Executive Director on the curation and contracting of the Top of the Park music series
- Provide project management and advance support to all of the Festival's events
- Lead the Board Community Engagement Committee

Business & Operations (50%)

- Manage the Festival's seasonal operation and event production apparatus including but not limited to oversight in areas of vendor relationships, labor, artists, event production, accessibility, safety and security, risk management
- Manage a seasonal team of 10 managers, and provide guidance and strategic oversight for a team of vendors, 100+ employees, and 200+ volunteers
- Prepare and execute seasonal advance work including event permits, licensing, facility rental agreements, work-orders
- Oversee general office administration, calendar management, technology



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- Actively participate in the planning, execution, and evaluation of all of the Festival's 150+ events
- Serve, with high integrity, as a representative of the Festival to donors, stakeholders and the community at large
- Additional responsibilities as assigned

Qualifications

The successful candidate will have a Bachelor's degree and/or artistic knowledge, interest and experience in the performing arts and live event production field, and the ability to work with a broad cross-section of genres, artists, businesses, partners, and the public to enhance interest and participation in the Festival.

- Minimum 2 years of experience in artistic programming, program development, community placemaking, and/or event production
- Innovative thinking, adaptability, and comfort supporting new ideas/projects.
- Excellent communication skills (verbally and written) and ability to communicate with extreme diplomacy, professionalism
- Experience working in and building relationships with diverse communities
- Demonstrated organizational ability to work under pressure on multiple projects with competing deadlines, establishing goals and workload priorities
- Ability to motivate and lead a team
- Computer savvy and comfortable working in a Mac environment, highly proficient in Microsoft Office and Google tools, basic knowledge of Adobe Creative Suite

Requirements

- Ability to work evening and weekend hours during Festival's summer season (mid-June to mid-July)
- Valid driver's license

Compensation

- Compensation commensurate with experience and qualifications
- Year round, full-time salaried position with benefits

To Apply:

Please email a cover letter and resume to Mike Michelin at michelon@a2sf.org

Deadline for applications is January 29, 2018