



**Crooked Tree Arts Center  
Development and Events Coordinator - Petoskey**

**Job Description**

As the **Development and Events Coordinator** at Crooked Tree Arts Center - Petoskey, you'll be an integral part of a creative, inspiring, community-based arts organization that has served Northern Michigan for over 50 years. At CTAC, our mission is to create ways for people to connect, learn, and grow through the arts. We offer year-round visual arts exhibitions, classes, lectures, performances, and other special events.

The **Development and Events Coordinator** (DEC) will report directly to the Development and Events Manager (DEM) and work with staff and volunteers to plan, organize, implement and promote events designed to fundraise, grow our membership, and promote community awareness of Crooked Tree Arts Center's programs and services.

This full-time, salaried position is ideal for a friendly, task-oriented, and highly organized person who loves the arts and values working in a pleasant, creative, mission-driven environment. While this position will average 40 hours a week, the DEC must be available to work a flexible schedule including weekends and evenings. This position is based in Petoskey, but occasional one-day travel to Traverse City will be required for special events.

Required Skills, Interests, and Abilities:

- Proven event management experience
- Strong attention to detail
- Highly organized with strong project coordination skills
- Self-starter, able to initiate and complete tasks, and to work both independently and as a member of a team
- Excellent time management and communication skills
- Experience / knowledge of nonprofits and fundraising events is helpful
- Proven track record of generating revenue from events
- Professional skills and ability to build productive business relationships
- Computer skills necessary to complete tasks: Google Suite, MailChimp, NeonCRM (will be trained), Canva, etc.
- Must be able to lift up to 25 lbs regularly and 50 lbs occasionally

Minimum Qualifications:

- Degree or certificate in Event Management or related field, or relevant experience
- Must have valid driver's license

### Preferred Skills:

- Interest in the arts
- Familiar with Adobe Acrobat Pro & Reader
- Experience managing volunteers
- Enjoy a collaborative work environment

### Essential Duties and Responsibilities:

The Development and Events Coordinator will have two primary functions in Petoskey:

- To manage Crooked Tree Arts Center's events as outlined below, in collaboration with the DEM, and provide administrative support to the development team
- To serve as liaison to all renters of Crooked Tree Arts Center – Petoskey as outlined below
- The Development and Events Coordinator will:
  - Manage all event components including developing timelines, budgets, decor, design, entertainment, catering/vendors, audio/visual, promotional materials, invitations, and venue management for the following existing events, including but not limited to:
    - Dart for Art
    - Donor events
    - Opening receptions
    - New Year's Eve at the Arts Center
    - Awards receptions
    - Visual Arts events
    - Sugar Plum Fairy Tea
    - Performing Arts Series
      - Downtown Sound
      - Concerts in the Park Series
      - Live on the Bidwell Plaza
  - Serve as staff support/liason for the Dart for Art and Performing Arts Series committees
  - Coordinate applications for special licenses for Michigan Liquor Control Commission
  - Maintain relationships with collaborating organizations to work toward desired outcomes for all organizations
  - In collaboration with the DEM, manage event budgets, projections and create enhanced revenue
  - Serve as support staff to events in Traverse City
  - Participate in the work of CTAC committees as assigned

#### ***Of special note:***

*CTAC's major fundraising event, Dart for Art is a two-day annual event held in July and involves over 800 guests, 250 artists and multiple vendors. Funds raised from this event account for nearly 20% of CTAC's annual operating budget. The DEC will work directly with the DEM to produce this annual event.*

*Development and Events Coordinator responsibilities may include the following:*

- *Maintain communication with donating artists, sponsors, and attendees*
- *Inventory all donated items*

- *Recruit and develop sponsors, auction donations, participating restaurants, volunteers, artists and other in-kind donors*
- *Assist with development and design of event materials, such as save-the-dates, solicitation letters, invitations, event programs and other materials*
- *Manage post-event correspondence*

#### Facility Rentals:

Development and Events Coordinator has responsibility for managing CTAC's facilities rental program. Crooked Tree Arts Center in Petoskey offers rentals in a 220-seat theater, two main exhibit galleries and the rooms of the Carnegie Building.

The DEC will:

- Maintain relationships with existing renters of the theater and manage the theater calendar
- Answer all inquiries about facilities rentals, providing tours to prospects and contracting with renters
- Act as CTAC representative to the local hospitality industry, local businesses, meeting planners, caterers, and individuals to market facility rentals

#### **Benefits and Compensation:**

- Salary commensurate with experience
- Health Insurance
- 403 B Retirement Plan
- Short-term disability plan
- Two weeks paid vacation, plus paid time off between Christmas and New Year's Event and spring break

#### **How to Apply:**

To apply, please include a cover letter, resume, and three references. At least one reference must be from an event planning project or client. References will not be contacted without your knowledge. Email materials to [michelle@crookedtree.org](mailto:michelle@crookedtree.org), subject: Development and Events Coordinator.