

Full-time Business and Festival Manager Job Description and Requirements

Reports to: Chief Executive Officer

Florida CraftArt (FCA) is a member-supported, statewide nonprofit organization headquartered in the heart of downtown St. Petersburg's art and culture district. Fine craft art by more than 250 artists is presented for sale in the 2,500-square-foot retail gallery and in the adjacent Exhibition Gallery that features curated exhibitions and programming.

The Florida CraftArt Business and Festival Manager is a full-time position managing the business of the organization, including financial, administrative, human resources, membership, building oversight, and ArtLofts rentals. In addition, responsible for all aspects of planning and presentation of the Florida CraftArt Festival each November.

Responsibilities and Duties

ACCOUNTING

- Responsible for processing daily deposits and submitting reports to the bookkeeper
- Manage check requests, auto payments, and bill pay
- Reconcile monthly petty cash and credit card transactions
- Conducts month-end financial reporting and submits details to the bookkeeper
- Maintains an adequate supply of cash and checks available for business operations

ADMINISTRATION

- Assists CEO with onboarding of staff and management of attendance and vacation records
- Coordinates insurance policy renewals
- Works with bookkeeper to maintain corporate files, renew licenses and permits, and City and State registrations
- Manages parking list and permits
- Responsible for keeping updated policies and procedures
- Handles incoming mail and postage needs
- Creates monthly/quarterly board reports in collaboration
- Serves as a point of contact for business operations and general inquires

ADVERTISING AND MARKETING

- Assist Executive Director with planning and implementing of ad placement
- Point of contact for advertising outlets i.e. – Tampa Bay Times, Creative Loafing, etc.
- Responsible for creating and archiving all advertising and marketing materials

- Manages email communication using MailChimp including newsletters, press releases, and email campaigns

ARTLOFTS

- Serves as the point of contact for ArtLoft Tenants
- Responsible for processing rent payments and renewing leases
- Manages general maintenance and repair issues as requested

BUILDING

- Serves as the primary contact for facilities and maintenance
- Coordinates with cleaners, repairmen, alarm system companies, and inspectors
- Manages emergency plans

GALLERY AND EXHIBITIONS

- Assists gallery staff as needed on POS system
- Answers general inquiries from volunteers
- Coordinates external event requests as needed

DATABASE MANAGEMENT AND MEMBERSHIP

- Generates financial reports and renewal notices
- Responsible for updating contact information using PastPerfect
- Processes all memberships, inputting data, sending thank you letters, and mailing membership cards
- Maintains accurate contact lists
- Works with Gallery Manager to assure that all gallery artists are keeping their membership current as required by their gallery contract

PURCHASING

- Office supply orders
- Cleaning supplies and paper products
- Water deliveries – monitor orders and quantities
- Special projects – gallery promotions, labels, painting, name badges, fundraising, Board of Directors
- Special events and opening receptions

Additional job responsibilities as directed by the CEO

FLORIDA CRAFTART FESTIVAL MANAGER

- General responsibility for all aspects of planning and presentation
- Create budget for festival
- Schedule and lead committee meetings, and committee chairs
- Arrange permitting, and coordinate with city, security, and vendors
- Point of contact for Zapplication, create and oversee application
- Broadcast information to past participants and potential artists
- Reach out to potential Emerging Artists
- Organize files for jurying and participate in jurying

- Manage Emerging Artists program
- Assist Executive Director with advertising, collateral, and sponsorship
- Work with bookkeeper and Executive Director to create financial reports to board

Qualifications and Skills

Hours: Monday – Friday 9:30 a.m. – 5:30 p.m.; Available to work opening and weekend events

- 3+ years of administrative experience, preferably in a management role.
- Experience with cash management and reporting building.
- Must be highly organized with strong mathematical and critical thinking skills.
- Strong computer skills, including Microsoft Office with knowledge of Excel, PowerPoint, databases, Adobe Creative Cloud and WordPress preferred.
- Excellent interpersonal oral and written communication skills
- Ability to prioritize and multitask a wide range of duties.
- Possession of a collaborative style in the workplace, including professional attitude, dependability, and cooperation.
- Ability to lift and move up to 30 lbs.

Schedule

Monday to Friday

9:30 a.m. – 5:30 p.m. with flexibility to assist with events on evenings and weekends.

Salary and Benefits

Annual Compensation Range: \$45,000 to \$50,000

Paid time off and holidays

Health insurance stipend (distributed monthly)

To apply, email your cover letter and resume to: Jorge@FloridaCraftArt.org with subject line: "Business and Festival Manager Application." No phone calls, please.