Title/Position: Creative Arts Assistant Director
Reports To: Special Events Director, Arts Director
Hours: Estimated: 800-1,000 hours
Contract Dates: A portion will be on contract and then change to an hourly employee during Fair time.
Compensation: Hourly: days/evenings will vary to meet needs
Pay Schedule: Normal / Hourly

Description – The Creative Arts Assistant Director will assist the Arts Director in managing and growing Creative Arts. The assistant director will report directly to the Arts Director.

This position is a contracted part-time position. Planning meetings take place throughout the year during work hours. Work will be completed both remotely and on-site at the Ohio State Fair. Hours will vary year-round and exceed full-time each July through mid-August with Fair hours of 9 a.m. – 9 p.m.

Qualifications
• Exceptional organizational skills – includes computer skills with knowledge of the Microsoft Office Suite.
• Management and collaboration skills – must be able to manage staff (Fair time only), sponsors, guilds, demonstrators, partners, etc.
• Planning and project management skills – must be able to plan various events, exhibits and displays within the Creative Arts Department.
• Assertive and self-motivated – must be able to follow up and meet deadlines. While this position will work under the guidance of and meet periodically with the Special Events director, this person will work from home.
• Familiarity with the arts and crafts (i.e., baking, culinary, fashion, hand-crafted and needle arts, etc.).

Specific responsibilities and job tasks include:
• Assist in setting up the Creative Arts and Youth Arts exhibition.
• Hours will increase significantly during pre-Fair and Fair, and these hours are mandatory. The exact hours are at the discretion of the Arts Director.
• Assist in providing the Special Events Director with a completed schedule of events, activities, demonstrations and entertainment by the designated deadline.
• Assist with the completion of the CA IP’s (Information Packets) to be submitted to the Special Events office.
• Assist in managing the pre-Fair and Fair schedules, events and activities.
• Assist in managing and assigning the work schedules of seasonal employees/volunteers.
• Assist in approving seasonal employees time sheets, checking for accuracy, and submitting by designated deadlines.
• Assist in scheduling, managing and set-up all Artists in Residence demonstrators, being sensitive to other programs going on each day in the building.
• Assist with opening and closing of the Arts exhibits in Kasich Hall.
• Assist with set up of the CA center (i.e., make sure the building and showcases are clean; fencing; clothes racks; etc.).
• Assist with acceptance and placement of entries and making sure that ribbons/rosettes are attached to the award-winning entries.
• Assist with releasing of entries at the conclusion of the Fair.
• Assist with the artistic arrangement of display areas.
• Oversee that photographs are taken of all entries, displays, rejected works, and winning entries for reference purposes. Photographs are to be part of the overall Creative Arts Department files. Update a yearly photo folder file or album of the building activities and display for quick reference when needed.
• Attend a pre-Fair staff orientation with employees. Orientation is held two-to-four weeks prior to the employees’ start date (typically late June).
• Attend a post-Fair meeting to review (i.e., make sure that everything was turned in, talk about what went well and what didn’t, talk about plans for the next Fair).

**How to apply** - Please forward resume, letter of intent, and reference list to a.belnamuhlenkamp@expo.ohio.gov with the subject line of “Creative Arts Assistant Director Resume – first and last name”.