



Job Title: Columbus Arts Festival Contract Position

Position Description:

Assist Arts Festival staff with various operations of the 2024 Columbus Arts Festival, which takes place along Columbus' downtown Riverfront on June 7, 8, 9, 2024.

This position will assist the Festival Director and Coordinator with:

- Updating and maintaining the festival website
- Updating the Columbus Arts Festival mobile app
- Vendor and artist correspondence
- Creating, preparing and distributing of on-site informational documents/collateral
- Sponsorship coordination
- Volunteer assistance
- Various other duties as directed

Qualifications:

- Computer proficiency with WordPress, Windows, Microsoft Office and related applications
- Strong attention to detail
- Proofreading and editing skills
- Strong communication and writing skills
- Familiarity with event planning
- Creativity and initiative are encouraged

Schedule and pay: 20 hours per week. Flexible scheduling is available between 9:00 am – 5:00 pm Monday through Friday. Work will start on March 18, 2024 and continue through mid- to late June with a requirement to be onsite for the Columbus Arts Festival, June 3-9. The week of the festival, work hours will not follow a traditional 9am – 5pm schedule. The pay rate is \$13-\$15 per/hour based on experience.

To Apply: Submit a cover letter and resume to jobs@gcac.org by end of day, Friday, February 2, 2024.

No phone calls. We thank all candidates for their interest, however, we are only able to contact those who we decide to interview. GCAC is committed to providing an inclusive and welcoming environment for everyone.

Commitment to Diversity & Inclusion:

The Greater Columbus Arts Council supports an inclusive workplace where everyone excels based on personal merit, qualifications, experience, ability, and job performance. We are devoted to providing fair and equitable consideration and treatment of all employees and candidates without regard to race, color, religion (creed), sex, gender expression or identity, pregnancy, age, national origin (ancestry), mental or physical disability, genetic information, marital status, sexual orientation, political affiliation, military or veteran status, or any other characteristic protected by applicable federal, state, or local law in all of its activities or operations. GCAC will ensure that reasonable accommodations are provided to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment.

Mission and Vision of the Greater Columbus Arts Council:

The mission of the Greater Columbus Arts Council is to support and advance the arts and cultural fabric of Columbus. Our vision is a thriving Columbus where the arts matter to all of us.