



## Youth Art Contest Coordinator (Contractor) JOB DESCRIPTION

**National Cherry Blossom Festival, Inc.**, a 501(c)(3) not-for-profit organization based in Washington, DC, is currently seeking a **Youth Art Contest Coordinator** during October 2016 – mid-May 2017. This position will focus on the Youth Art Contest and Community Art Show. The 2017 Art Show will display at the Pepco-Edison Place Gallery from March 23 – April 7, 2017.

### Company Description

The National Cherry Blossom Festival, Inc. is dedicated to promoting the beauty of nature and international friendship through year-round programs, events, and educational initiatives that enhance our environment, showcase arts and culture, and build community spirit.

### Job Description

The National Cherry Blossom Festival Youth Art Contest & Community Art Show is presented with the DC Arts & Humanities Education Collaborative. Annually DC public and charter school students ages K – 12 are invited to submit artwork around a theme celebrating the National Cherry Blossom Festival. Student submissions are judged and displayed in a Community Art Show. The Coordinator will be responsible for the execution of the program throughout the outreach, coordination, exhibition, judging, and wrap-up process.

The Youth Art Contest requires the following responsibilities and other related duties as assigned:

#### Event Management

- Prepare event plan documents with day of event timelines, staffing roles, supply lists to support the execution of the Opening Reception and Awards Ceremony.
- Develop a volunteer plan for execution of events and the exhibition including training information and management of volunteers.
- Develop a guest list for the Opening Reception including community leaders, sponsors, school officials
- Coordinate the Opening Reception for DC public and public charter schools (March 23, 2017 TBC) and develop on-site engagement opportunities for attendees and sponsors.
- Coordinate the Youth Art Contest Awards Ceremony (April 25, 2017 TBC) and assemble prize packages.
- Circulate invitations and manage RSVPs for the Opening Reception and Awards Ceremony.

#### Contest Coordination & Art Exhibit

- Outreach phone calls and emails to local art teachers and school representatives.
- Pick-up art at the submission locations, catalog all entries and obtain release forms for each entry.
- Prepare the artwork and materials for the judge's panel.
- Organize art work for the exhibition, create captions and ensure they are appropriately affixed to each piece of artwork
- Collaborate with staff to create/design exhibition signage and a plan for distributing promotional postcards.
- Mount and install the artwork with volunteer assistance.
- Maintenance of the exhibition and information table in the Gallery.
- Photograph the winning entries.

- Produce certificates of participation and bundle with other participant giveaways for each participant.
- Facilitate the return of artwork to schools and deliver remaining portfolios to teachers.

#### **Program Management**

- Oversee the Youth Art Contest & Community Art Show with supervision from Festival staff.
- Serve as a liaison to program partners at the gallery space, DC Collaborative and Festival staff.
- Create a final report with data about school participation.
- Participate in a final wrap-up meeting and assessment with program partners.
- Assist with wrap-up and thank you letters.
- Develop timelines, staffing plans, track expenses.
- Other duties as assigned.

Candidate must be available over the term of commitment to complete tasks over a given timeline between October 2016 and mid-May 2017. Work may be completed at the contractor's discretion as long as particular deadlines are met. Some evenings and weekends in March and April will be required for exhibition prep and receptions.

A stipend of \$2000 will be provided.

#### **Qualifications**

- Excellent organizational skills and attention to detail is essential.
- An understanding of the administrative tasks required to prepare for execution of events and programs (timelines, supply lists, tracking expenses etc.).
- Experience with Microsoft Office Suite (Word, Excel) and mail merges.
- Photography- comfortable using a digital camera.
- Ability to lift up to 25 lbs. to move artwork, other boxed materials, assist with set-up and breakdown of exhibit, etc.
- Must have a valid driver's license.

#### **Preferred Qualifications**

- Candidates with a visual arts background or prior experience with exhibitions and events are preferred
- Prior experience with educational programs/activities involving DC Public Schools and DC Public Charter Schools and experience in a non-profit setting.
- Proficient with Adobe Illustrator or Photoshop to update existing signage designs or create new layouts.