



Job Title: Events & Festivals Manager

Reports to: Director of Programs

This is an opportunity for an experienced and dynamic Events Coordinator to collaborate in a robust slate of events at the Guadalupe Cultural Arts Center in several disciplines, including music and film festivals; theater, dance, and music performances; gallery exhibits and openings; street fairs and community events; and fundraising events.

Job Summary:

The Events Manager is expected to handle the logistical aspects of live and virtual events, at GCAC including venue management, ticketing, concessions, catering, and some artists services. The Events Manager is also responsible for establishing a safe environment for audiences at all events, and for coordinating the implementation of exit surveys and other audience and artist engagement measuring tools.

The Events Manager will work closely with Program Directors who set the curatorial vision and direction of the program. Events Manager will supervise part-time event assistants and volunteers, vendors, and must be able to perform all physical, administrative tasks related to events.

Essential Duties & Responsibilities:

- Assist program directors in managing logistics of new and existing GCAC events including Celebrando Tradiciones, Tejano Conjunto Festival, CineFestival, WestFest, Hecho a Mano, all seasonal Christmas and Day of the Dead events, Theater performances, as well as fundraising galas and events.
- Responsible for event documentation, supplies, resource coordination, and management of supplies for events and programs.
- Works with development staff and Executive Director to coordinate special donor cultivation events.
- Provides day of event coverage.
- Facilitates all volunteer event committees and manages all event volunteers.
- Acts as a liaison to community groups and vendors, as assigned.
- Uses effective communication to coordinate with program team, vendors, artists, and community.
- Proficiently operates technology platforms for program coordination and production, such as Monday.com.

Qualifications

Specific requirements include:

- Bachelor of Arts Degree
- At least 5 years of professional experience in Latinx arts and culture, with three of those in event coordination.
- Proficiency in using technology as a management reporting tool.
- Strong project management skills managing complex, multifaceted projects.
- Experience having worked with a high-performance, collaborative, constructive peer group.
- Excellent verbal and written communication skills with exceptional attention to details
- Personal qualities of integrity, credibility, and a commitment to and passion for the Guadalupe Cultural Arts Center mission.
- High level of comfort working with platforms such as Slack, Monday.com, Outlook, and some form of ticketing system; high comfort level learning new technology platforms.

Preferred requirements include:

- Bilingual proficiency in English and Spanish.
- Nuanced understanding of history, class, and social structures in programming for Latinx, Chicanx and Native American populations.
- Experience with event planning and coordination techniques and platforms

Compensation

The position offers a comprehensive compensation package including a salary range of \$45k to \$50k annually commensurate with experience; health, vision, dental, life, short and long term disability insurance paid 100%; 401k matching program after one complete year of full time employment. The position is based in San Antonio.

To apply:

Email a cover letter and resume to jmeza@memshr.com at Meza Employment Management Solutions by midnight March 17, 2022.

About The Guadalupe:

The Guadalupe was established in 1980 to preserve, present and promote Latino, Chicano and Native American traditional and contemporary art and culture. Since then it has become one of the largest Latinx community-based arts organizations in the country in a sprawling, seven-property campus in San Antonio's historic west side. (additional information attached) The Guadalupe Cultural Arts Center is an equal opportunity employer. The Guadalupe provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation and gender identity.