



## ARTSFUND

### **ArtsFund - Celebration of the Arts Project Coordinator**

**Reports to:** Vice President of Development

**Hours:** Approx 10 hours a week, with additional hours as needed

**Pay:** Project based, with \$10,000 budget

**Anticipated timeframe:** Approx 6 months, April to September 2026

ArtsFund supports the arts through leadership, advocacy, and grantmaking in order to build a healthy, equitable, and creative Washington. At ArtsFund:

- We believe that arts and culture are a tool for social change.
- We believe in arts and culture as an economic driver that creates jobs and revitalizes communities through its interconnectedness with the entire Washington economy.
- We believe in promoting equity by centering those most impacted by systemic oppression, including Black, Indigenous, and People of Color (BIPOC), LGBTQ+, and people with disabilities.
- We believe that communities benefit when youth and families are engaged in the arts.
- We believe that strong data, both quantitative and qualitative, can drive meaningful advocacy and change narratives.
- We believe that the arts bring people together with different experiences and that convening is essential for healthy communities.

#### **SUMMARY:**

This role will be the Project Coordinator for ArtsFund's Celebration of the Arts event at McCaw Hall, on September 17, 2026. The Project Lead will work cross-departmentally between Communications, Development, and the President & CEO to deliver an engaging community event for approximately 500-700 attendees inclusive of sponsors, board members, arts and cultural professionals, etc. The Project Coordinator will manage the event timeline, select front of house elements, and day-of logistics in collaboration with ArtsFund staff, external contractors, and volunteers. The Project Coordinator must be collaborative and a self-starter.

**JOB DUTIES:**

Track event deliverables across departments and external partners and coordinate deliverables with applicable departments.

Oversee volunteer recruitment and day-of coordination.

Act as the day-of on-site event manager including building a comprehensive event schedule, bringing relevant event materials, liaising with Stage Manager, staff, volunteers, technical contractors, and venue contacts with support from ArtsFund staff.

Manage the relationship with the venue, schedule and host walkthroughs, and coordinate day-of needs including set-up, catering, ushers, signage, technical needs, staging, and event flow.

Be accountable for relevant event timelines including volunteer recruitment and vendor coordination.

Coordinate Volunteer schedules and point of contact for all vendors ensuring that the information is disseminated among all relevant departments.

Attend accessibility meetings as appropriate.

Attend volunteer management meetings, (a maximum of 3 meetings, one in-person required).

Attend regular planning meetings (Bi-weekly meetings, a mix of virtual and in-person).

Other duties as assigned.

**TO APPLY:**

Please send your resume and cover letter with subject line: *COTA Project Lead 2026: Your Name* to [jobs@artsfund.org](mailto:jobs@artsfund.org). No phone calls, please. Only applicants selected for an interview will be contacted.