

Virginia Arts Festival

Job Description

Title: Special Events Coordinator
Department: Development
Reports to: Annual Fund Manager
Location: Virginia Arts Festival (Norfolk, VA) with some local travel
Type of Employment: Part-Time, non-exempt
Hourly Wage: \$19-22/hr

Role Summary

Virginia Arts Festival is seeking a part-time special events coordinator to oversee fundraising, stewardship, and cultivation events including food and beverage management for major public events to include a Season Announcement in the fall, Virginia International Tattoo in April and Williamsburg Live Festival in the spring.

Key Responsibilities

Event Planning & Execution

- Plan, coordinate, and execute up to 40 annual development events from logistics to wrap-up, including set-up and break-down
- Research and secure vendors (caterers, florists, rental suppliers, musicians, photographers)
- Book venues, manage contracts, build timelines, and handle day-of operations
- Create and manage invitation lists, RSVPs, registrations, and event materials. Recruit and manage volunteers per event
- Manage event budgets and obtain ABC licenses where applicable
- Generate post-event reports and wrap-up documentation
- Cross-departmental collaboration on events as needed

Off-Season

- Support donor communications, wrap-up books, and VIP guestlist process
- Assist Development Operations Manager 8–12 hrs/week with data entry and mailings

Schedule 25-30 hours a week, frequent evenings and weekends in addition to core hours, especially mid-March through June. This position qualifies for overtime which may occur during the Festival's main season.

Qualifications

- Strong written/verbal communication and attention to detail
- Organized, energetic, and comfortable managing multiple priorities and budgets
- Able to lift/move up to 20 lbs repeatedly
- 1–3 years related experience preferred
- Experiences with databases, Canva, and Adobe Creative Suite a plus