

**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

Virginia Arts Festival is committed to creating a diverse, equitable and inclusive work environment that embraces and encourages different perspectives, skills, and experiences. As an Equal Opportunity Employer, all employment decisions are based on business needs, job requirements, performance, and qualifications without regard to race, religion or belief, national or ethnic origin, gender/sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital or domestic partnership status, veteran and military status, family or parental status, or any other status protected under federal, state, or local law. Qualified individuals with disabilities and disabled veterans who need assistance or an accommodation in our job application processes should contact info@vafest.org. An offer of employment is contingent on successfully passing a background check.