

Title: ArtBeat Coordinator, 2020

Description: Chosen candidate will work with the SAC team to curate and manage specific interactive components of our ArtBeat Festival. ArtBeat is our largest festival and takes place in Davis Square; this year the date will be July 11th (rain date: 7/12).

Duties will include programming and managing the following sections of ArtBeat

Elm Street Plaza:

- Create lineup of 4-5 different acts/activities – incorporate this year’s “Chance” theme when possible
- Be point person coordinating schedule, budget and logistics – work with SAC staff and artists selected
- Plaza day-of: ensuring schedule is kept, emceeing (or find an emcee), coordinating with sound person
- Promotion: develop short descriptions of each act/activity, secure photos, create big sign of lineup

Traffic Island:

- Create content for main traffic island (usually a large interactive activity and/or visual spectacle) in keeping with “chance”
- Work with selected artist/group to do all pre-planning: curating, logistics, shopping lists, prepping
- Work with selected artist to make signage for the event/spectacle

Roaming/special activities:

- Line up/manage additional interactive activities relating to theme – for side streets, or roaming performers
- Promotion: develop short descriptions of each act/activity, secure photos, create signs if necessary – or have groups artists/create signs

Payment: \$4,000 (160 hours at \$25 per hour)

Schedule: Work to take place between April 1¹⁵ and July 11th

Skills required:

- Team player (coordinator will meet regularly with SAC team re: programming and logistics)
- Basic Excel skills (coordinator will create spreadsheet of performers, contact info, logistic details, etc.)
- Familiarity with arts scene, curating and community organizing experience
- Strong interpersonal skills (coordinator will work with artists, SAC team, community organizations)
- Management skills (Hands-on day-of event management, set-up & break-down)
- Good written and verbal communication skills
- Ability to execute tasks independently, without extensive oversight

How to apply: Send a short cover letter addressing why you would like to work with us along with an attached resume to Rachel Strutt: rstrutt(at)somervillema.gov Put "ArtBeat Coordinator" in header.

Deadline to apply: March 15, 2020

For more information about our work go to www.somervilleartscouncil.org