

The mission of the Lotus Education and Arts Foundation is to create opportunities to experience, celebrate, and explore the diversity of the world's cultures, through music and the arts.

LOTUS EDUCATION & ARTS FOUNDATION

Open Position:

OPERATIONS & VISUAL ARTS PROGRAM MANAGER (FT)

The Lotus Operations & Visual Arts Program Manager reports to the Executive Director and has oversight of day-to-day operations, including facility management, oversight of technical needs, and visual arts initiatives within the organization. The Operations & Visual Arts Program Manager works closely with other Lotus staff and may supervise an occasional intern whose role complements these efforts. This position requires a creative individual who believes in the Lotus mission and has a love of world cultures, music, and the arts.



- Full-time, 40 hours/week.
- Distribution of hours varies with the Lotus event calendar. Some weekends and evenings required, especially around events. Some flexibility with hours and schedule required.
- Compensation: \$33,000 - \$35,000/year, commensurate with experience.
- Benefits include insurance, paid holidays, and paid vacation.

Please review required qualifications and read the Lotus website before submitting resume and cover letter to hr@lotusfest.org. No phone calls, please. This position will be open until April 9 or until filled.

Duties of the Operations & Visual Arts Program Manager include:

Administrative

- † Handle administrative duties in the normal day to day operations of the organization.
- † Work with Executive Director (ED) and other staff members to provide administrative support to assist in general office, organizational, and program support. Assist with writing/filing grant reports, as needed.
- † Manage rental bookings for the Lotus Firebay.
- † Coordinate visual arts workshops and run gallery space.

Creative/Technical

- † Be familiar with basic tech equipment; have the ability to operate audio/sound board for needs in space.
- † Explore craft ideas and work with regional visual artists to develop accessible, hands-on arts activities that connect to global and cultural traditions.
- † Work with ED to evaluate offsite locations for Lotus activities and develop partnerships.
- † Take the lead in troubleshooting technical and logistical issues as they arise.

Facility

- † Develop strategies for marketing and increasing the number of Lotus Firebay rentals.
- † Collaborate with other staff as appropriate to help coordinate programming in the new venue, i.e., creative program development, scheduling, personnel, event-management needs, etc.
- † Work with renters to assist them in executing their event in the Firebay.
- † Oversee building maintenance and cleaning schedule.
- † Act as facility manager in regards to all repairs and code enforcement, working closely with ED.

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Festival

- ✦ File Festival permits, where required.
- ✦ Assist with mailings and deliver other time-sensitive materials, as needed.
- ✦ Act as liaison with the City to ensure compliance with Street closures, trash/recycling, and required barricades and Festival infrastructure.
- ✦ Plan layout, activities, and oversee the setup of the Arts Village.
- ✦ Chair the Visual Arts Committee for the Festival, and explore year-round format.

The ideal candidate will:

- ✦ Be a team player. We are a collaborative team, all-hands-on-deck during events, and this interplay is hugely important. An understanding of event production (and the ability to manage occasional heavy production demands with aplomb) is equally important.
- ✦ Possess strong interpersonal and communication skills; bring positivity to the team.
- ✦ Have a bachelor's degree (preferred) or equivalent experience in a relevant field. 2-3 years of successful experience in an operations position, including knowledge of local and regional demographics, vendors, and other networks is a plus.
- ✦ Demonstrate proficiency with Microsoft Office, Google Docs, and Excel.
- ✦ Possess strong writing skills and be able to work collaboratively on messaging.
- ✦ Be deadline-driven, detail-oriented, and highly organized, with the ability to manage complex, multiple, and simultaneous projects. This includes having the ability to delegate.
- ✦ Have customer service experience in the arts or hospitality industries.
- ✦ Have an awareness of, and be sensitive to, the cultural diversity and needs of marginalized groups within the Bloomington community, to foster strong working relationships.

Additional Physical Requirements

- ✦ Ability to occasionally lift up to 40 pounds
- ✦ Ability to routinely climb stairs
- ✦ Ability to sit for extended periods
- ✦ Ability to move around and set up the Lotus Firebay and gallery space

To apply for this position, please email the following application materials to hr@lotusfest.org:

- **Cover Letter (no longer than one page)**
- **Résumé**
- **List of three professional references with contact information**

Please submit all files in PDF format with your last name included in the file name. Applications will be reviewed on a rolling basis until the position is filled.