



Sun Valley Center for the Arts

191 Fifth Street East, Ketchum, Idaho

P.O. Box 656, Sun Valley, ID 83353

208-726-9491, fax 208-726-2344

www.sunvalleycenter.org

Job Title: Summer Events Assistant

Reports To: Special Events Fundraising Manager

Purpose: To give administrative and practical support for the Center's busy summer events, with a primary focus on the three day Wine Auction fundraiser.

Key Accountabilities:

- Provide general support to the Wine Auction Director and Event Coordinator. This may include planning and implementing décor, patron communication, vintner communication, inventory management, vintner dinner execution, and other duties.
- Track and manage invitation and guest lists for events during the Wine Auction, including the Magnum Pig Roast and Trade Tasting event.
- Manage the Trade Tasting, creating floor plans, communicating with distributors and vintners, and cultivating participation.
- Create displays for auction lots, sourcing props and promotional materials and images
- Create promotional copy for auction lots for marketing emails and social media
- Directing volunteers on site at events
- Support during summer concerts, assisting with both set up and strike as needed.
- Assist the Event Coordinator with hospitality needs as necessary during summer concerts

Key Interfaces:

This position will interface with the following groups:

- Special Events Fundraising Manager & Wine Auction Director
- Special Events Coordinator
- Director of Performing Arts

Focus:

85% Wine Auction

15% Summer Concerts

Hours:

Mid-April to Mid-August

Generally 9am – 5pm, Monday through Friday with adjustments for evenings and weekends as required.

Wine Auction and Summer Concerts take place outside of regular business hours, therefore some weekend and evening hours are required.

Must be available for the Wine Auction week (including weekend) from July 15th to July 21st.

Education/Experience Required:

- Strong organizational skills and an ability to work on detail oriented assignments
- Ability to manage multiple projects according to strict deadlines
- Proficiency with Microsoft Office applications, including Excel, Word, PowerPoint and Outlook

- Team player with even temperament
- Valid Driver's License
- Prior event experience is preferred, but not essential
- Availability for some evening and weekend work

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work regularly requiring sedentary activity using a computer keyboard and mouse.
- Work requiring physical effort including, but not limited to: walking and/or brisk walking, lifting 10-45 lbs, climbing/descending steps.

The Sun Valley Center is an Equal Opportunity Employer

To Apply

Send resume and letter of interest and references to information@sunvalleycenter.org.