



Sun Valley Museum of Art

191 FIFTH STREET EAST, KETCHUM, IDAHO
P.O. BOX 656, SUN VALLEY, ID 83353
208-726-9491 • www.svmoa.org

Job Title: SVMoA Production Manager

Reports To: Development Director

Purpose: To provide support to the entire organization by managing, overseeing and executing special events and hospitality functions key to fundraising, patron cultivation, community engagement and stewardship. This position works across the institution to support the year-round needs of our Advancement, Visual Arts, Learning and Engagement departments, assisting with exhibition installation, concert and lecture production, fundraisers, our annual Wine Auction and other special/ in-school events as scheduled.

Key Accountabilities:

- Will work across the organization to fulfill production duties that serve to enhance patron experiences and ensure brand identity for SVMoA and sponsors
- Participates in event design and production, coordinating contracts and overseeing all outside vendors for all aspects of museum events and special programs including: exhibitions, concerts, lectures, special events, fundraisers
- Coordinate with various departments the scheduling and use of facilities for onsite and offsite events, including maintaining museum event calendar
- Manage fulfillment of donor and sponsor commitments throughout the year as related to events and production
- Acts as primary on-site producer for Wine Auction, managing vendor schedules, load-in and strike throughout the planning, execution and break down of the event
- Obtain and organize gift certificates and other materials for Wine Auction Lot purchases to oversee fulfillment throughout the year
- Oversee storage facilities and wine cellar inventory throughout the year
- Assist Chief Curator with exhibition installation, including packing, unpacking and hanging of art, using best practices
- Concert and lecture coordination including artist support with green room set up and rider fulfillment

Key Interfaces:

This position will interface with the following groups:

- Development Director
- Chief Curator
- Performing Arts and Lectures Director
- Education Director
- Board Members
- Patrons
- Sponsors
- Vintners

Hours and Compensation:

This is a full time, exempt position. Work requires the flexibility to frequently work evenings and/or weekends according to SVMoA's calendar of programs and events. Starting salary is \$50,000 depending on qualifications. SVMoA benefits include medical and dental insurance, life insurance, paid vacation and sick leave, and an employee-sponsored retirement plan. Specific hours will be set monthly, based on program and museum schedule.

Experience Required:

- This candidate is interested in production, execution and integration of arts and culture programming in a unique resort environment
- Self-starter and problem-solver
- Valid Driver's License
- Access to reliable personal transportation
- Prior experience in event production
- Prior successful experience performing administrative, office and customer service responsibilities
- Strong organizational skills and proven record of success with complex and detail-oriented assignments
- Complete proficiency with Microsoft Office applications, especially Excel, Word, PowerPoint and Outlook
- User knowledge of the internet and social media as a marketing and communications tool
- Ability to stay focused on multiple tasks and deadlines given frequent interruptions
- Excellent communication skills and a desire to work as a member of a team
- Excellent customer services skills, a warm and professional demeanor, and an ability to stay calm under pressure
- Enjoyment in working with people and interacting in person and by phone
- A desire to work within all facets of a multidisciplinary educational arts organization

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, climbing/descending ladders, moving cases of wine

Sun Valley Museum of Art is an Equal Opportunity Employer**STATEMENT OF DIVERSITY, EQUITY, AND INCLUSION**

Sun Valley Museum of Art is committed to fostering and supporting a diverse workplace and is proud to be an equal opportunity employer. SVMoA invites applications from all qualified individuals and welcomes applications from women, members of racialized groups and visible minorities, indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process. SVMoA has a clear vision: to be a workplace where a diverse mix of talented people are committed to delivering our mission of providing arts experiences for all.

To Apply:

Send resume and letter of interest and resume to katherines@svmoa.org with subject, "Production Manager." Applications will be taken until position is filled.