

Mississippi Arts Commission Event Planning Contract Worker

Background:

The Mississippi Arts Commission (MAC) is the state's official arts granting and service agency. Based in Jackson, Mississippi, MAC is an independent state agency governed by a fifteen person board. The agency has provided grants and services to Mississippi's arts and cultural organizations and individual artists for over 50 years.

MAC is currently seeking an Event Planning Contractor who can assist with the planning of the agency's premier event, the Governor's Art Awards. The ceremony will be held on Feb.10, 2022, and assistance will be needed in fundraising, planning, promotion and event day support. While some work may be completed remotely at the discretion of the Communications Director, this is primarily an in-person position with work to be completed at the MAC offices. This is a part-time, hourly position, considered to be a contract worker.

Compensation:

The hourly rate for this position is \$15/hr. The contractor will work from 10 to 40 hours per week with weekly hours worked increasing near the time of the event. This work will take place from November 2021 to February 11, 2022.

Position Duties:

- Collaborate with staff, board, and show producer on Governor's Arts Awards planning
- Coordinate with Governor's Arts Awards recipients, donors, contractors and other involved parties.
- Assist with fundraising efforts for main event.
- Serve as primary planner and point of contact for ancillary fundraising event the evening before the Governor's Arts Awards
- Organize information and manage logistical tasks as assigned
- With guidance from MAC's Communications Director, develop press releases and other promotional materials
- Attend and assist with tasks before, during, and after Governor's Arts Awards ceremony on Thursday, February 10 AND fundraising event the evening of Wednesday, February 9.
- Other duties as assigned

Education

An Associate's or Bachelor's Degree from an college or university in business, marketing, English, graphic design, communications, or a related field;

OR

Some college with demonstrated experience in event planning and fundraising

Experience and Skills

- Experience in event planning, fundraising, and/or public relations

- Strong written and verbal communication skills
- Detail oriented with strong organizational skills
- Excellent time-management skills
- Demonstrated ability to write for broad audiences and communicate clearly

Non-Required but Desirable Skills:

- Experience managing large, multi-pronged events
- Experience creating promotional materials
- Experience working in Canva, or other web-based graphic design software
- Experience working in non-profit organizations
- Experience working in an arts or cultural organization, particularly in the performing arts

How to Apply:

Please send a resume and a list of three references (with full contact information) to communications@arts.ms.gov no later than Wednesday, October 27.