



NEIGHBORHOOD FESTIVAL COORDINATOR

The International Festival of Arts & Ideas seeks an energetic Neighborhood Festival Coordinator to manage our three neighborhood festivals. Our Festivals occur in the Dixwell, Fair Haven, and Hill neighborhoods and culminate with a celebration on the New Haven Green. The Event Coordinator serves as a liaison between the neighborhood festivals and the International Festival of Arts & Ideas. The successful candidate will be passionate about the ways arts and culture build and strengthen cities; building and maintaining relationships with stakeholders throughout the community, possess outstanding verbal and written communication skills, and be eager to work collaboratively with staff in an organization that values the diversity of our city and state.

Major Duties and Responsibilities

- Attend all meetings with the steering committees for the *Dixwell, Fair Haven,* and *the Hill Festivals*. Act as chief liaison between the steering committees and the Festival with regard to their infrastructure needs, programming schedules, and site planning for the events.
- Develop and distribute an agenda prior to each steering committee meeting. Agendas must be distributed to staff and committee chairs for comment at least 3 days prior to each meeting.
- Prepare and distribute meeting notes, including bulleted action items with assignments, to the steering committees and Festival staff the day after each committee meeting.
- Communicate with committee members to ensure the smooth running of their event by developing and/or modifying documents (with input from Festival staff), distributing and collecting as needed:
 - Participation applications
 - Participation Confirmation letters
 - Technical Questionnaires
 - Participant handbook(s) for all Neighborhood Festivals
 - Contact lists including phone, email, and text messaging for all parties
- Work together with the Festival's Production and Operations teams to manage and deliver the Festival's contribution to the events on site.
- Coordinate the contributions of our partners and community members.
- Liaise with and field questions from Steering Committees and participants on the day of the events.
- Liaise with Festival and venue staff on event timelines & equipment needs.

Essential Skills

- Deep commitment to engaging people through the arts and humanities.

- Enthusiastic, energetic, positive, and resourceful.
- Comfort and familiarity with bilingual communities and urban community organizations.
- Experience, ability, and commitment to working with diverse groups in terms of gender expression, race, sexual orientation, religion, ability, age, class, and immigrant status.
- Ability to foster and maintain relationships with a wide variety of constituencies.
- Strong organizational, management, and interpersonal skills.
- Proficiency with MS Office and Google Apps
- Ability to exercise professional discretion and confidentiality.
- Ability to work evenings and weekends as needed.

Period of contract

- Jan - 20 hours (3 night time meetings plus 3 half days in office)
- Feb - 40 hours (6 night time meetings plus 6 half days in office)
- Mar - 40 hours (6 night time meetings plus 6 half days in office)
- Apr - 40 hours (6 night time meetings plus 6 half days in office)
- May - 140 hours (3 night time meetings plus FT during Festival weeks)
- June - 20 hours (one week post Festivals and New Haven Day on the Green, depending on dates)

Reporting to: Community Engagement Manager and the Director of Programming. Key communications with the Production Manager, Producer, Event Crew, Marketing

To Apply

Applicants should send a cover letter and resume with “Neighborhood Festival Coordinator” in the subject line, to jobs@artidea.org. No phone calls please.

The International Festival of Arts & Ideas is dedicated to building a culturally diverse and equitable environment and strongly encourages applications from people of color, women, and from populations underrepresented in the field. This position will remain open until filled and until a diverse and qualified pool of candidates is identified.

The International Festival of Arts & Ideas takes positive steps to enhance diversity in both its community and its programs. The Festival commits to this policy, not because of legal obligations, but because it fully believes that such practices are basic to human dignity.

About the International Festival of Arts & Ideas

For 23 years, the Festival has delighted audiences with an outstanding mix of entertaining and inspiring programs Internationally acclaimed dance, an eclectic array of world-class musicians, breathtaking circus, ground-breaking theatre, and engaging speakers define the Festival as our region’s premier arts and culture destination The June Festival boasts over 200 events, at least 80% are totally free.

Year-round programs include special town-hall events, a fellowship program for youth, planning and implementing mini-festivals in New Haven's culturally-rich and under-resourced neighborhoods, and our Visionary Leadership Award.

Each year we welcome artists and speakers from all over the world—Angelique Kidjo, Bristol Old Vic, Camille A Brown & Dancers, Handspring Puppet Company, Rosanne Cash, Claudia Rankine, Mark Morris Dance Group, The National Theatre of Scotland, Yo-Yo Ma, Bassem Youssef, Druid Theatre, Kronos Quartet, Taylor Mac, Spike Lee, and Salman Rushdie have all shared their talents and ideas. New Haven's walkable historic downtown core and warm June weather forms the perfect backdrop for this highly accessible, international event.