



Job Title: Community Liaison, ArtWalk Downtown Billings

Job Summary: The ArtWalk Community Liaison serves as a liaison to ArtWalk members, sponsors, Billings artists, The Downtown Billings Alliance, and the downtown Billings community. We are seeking a proactive and personable individual who will work collaboratively with the ArtWalk Board, ArtWalk Operations Coordinator, and the Downtown Billings Alliance. The Community Liaison works semi-autonomously, reporting directly to the ArtWalk Board. The primary responsibility is to focus on ArtWalk members, sponsors, and artists, maintaining healthy relationships and expanding the reach of the ArtWalk.

For almost 30 years, ArtWalk has had a unique role in the Billings community. We are seeking a person who is specially qualified and passionate about ArtWalk.

This is a part-time position as an independent contractor. Hours fluctuate between ArtWalk and non-ArtWalk event months, averaging 10-15 hours per month.

Duties/Responsibilities:

- Work closely with ArtWalk Board and ArtWalk operations coordinator on overarching strategy for long term sustainability and success of ArtWalk.
- In collaboration with ArtWalk Operations Coordinator, ensure that the six annual ArtWalk events take place successfully.
- Attend all ArtWalk events as a representative of the ArtWalk and the ArtWalk Board.
- Deliver member and participant collateral (signs) within 24hrs of each event.
- Meet with members, sponsors, artists, and other community members in person, by phone, and online.
- Membership: Actively recruit and maintain ArtWalk memberships
- Provide new member info to ArtWalk Operations Coordinator for invoicing & event organization.
- Provide insight on all member interactions regularly.
- Provide member updates to ArtWalk Board and ArtWalk Operations Coordinator at Board meetings.
- Sponsors: Strategically recruit new ArtWalk Sponsors and maintain sponsor relationships.
- Post to social media to promote members, sponsors, & artists, and to create more visibility of ArtWalk, especially between ArtWalk events. (This social media promotion will support the larger social media strategy through DBA.)
- Post to social media during ArtWalk events
- Prepare agenda and reports for monthly Board meetings.
- Orchestrate, schedule, and create agenda for ArtWalk Annual membership meeting.

Required Skills/Abilities:

- Background or knowledge of visual art, especially in the Billings area
- At least two years related experience (proactively engaging with the community and semi-autonomously executing administrative duties)

- Knowledge of Billings ArtWalk strongly preferred
- Confident and personable leader who is passionate about the arts in Billings
- Familiar with CRM software, financial reports, and budgets
- Highly organized with excellent time management skills and ability to prioritize tasks
- Proficient with social media platforms, WordPress, Microsoft Word and Excel (or equivalents)

Education:

College degree preferred

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer
- Extensive walking during ArtWalk events from 5:00 - 9:00 PM

Pay Range: \$2,400 - \$3,600 annually

Send cover letter and resume to:

Mary Serbe, ArtWalk Board Member

mserbe@gmail.com

Billings ArtWalk
<https://artwalkbillings.com>