



VILLAGE ART IN THE PARK
PO Box 261, Leavenworth, WA. 98826 • 509-548-5809
www.villageartinthepark.org

Mission Statement

The mission of Village Art in the Park is to produce and manage a quality seasonal art attraction in Leavenworth as a means to support art education and continued development of the arts in the community.

About Village Art in the Park

We are a 501(c)(4) nonprofit organization run by a volunteer Board of Directors and devoted to furthering the arts in our community. We host a vibrant outdoor art market in downtown Leavenworth from May through mid-October each year. The artwork of all applicants is juried annually to ensure the quality and diversity that we demand for our show.

Although the art show is what we are largely known for, it is the means by which we fulfill our main goal. Commission is collected on all art sales and these funds are used to provide scholarships to local artists aiming for higher education art degrees and financial support for art programs in the Washington State Cascade School District.

PARK MANAGER JOB DESCRIPTION

Employment Dates:	May through mid-October
Status:	Full Time Seasonal, non-exempt
Work Hours:	Daytime: variable by day, but no earlier than 7am and no later than 7pm
Workdays:	Fridays – Sundays, plus Thursdays in July & August and Holiday Mondays
Work Location:	Front Street Park, Leavenworth, WA
Wages:	\$20+ per hour, DOE
Reports To:	Village Art in the Park Executive Director

Summary

The basic function of this position is to manage the daily, on-the-ground operations of Village Art in the Park.

Essential Functions

- Ensure that Village Art in the Park and the contracted Artists are abiding by the rules set forth in the Prospectus and Terms and Conditions, as well as our Special Use Permit with the City of Leavenworth and any additional City or Fire District mandates.
- Work closely with the Executive Director and maintain an open line of communication to ensure smooth operations of the Park and all that it entails.
- Must be able to work unsupervised.
- Must be able to supervise others in a professional manner and maintain composure in difficult situations.
- In charge of handling art sales; perform the duties of cashier and/or oversee other employees in this role.

- Ensure that sales are handled efficiently and accurately.
- Verify that the point-of-sale has an appropriate daily bank.
- Perform accurate balancing of the till at the conclusion of each day and maintain records of cash counts and deposits.
- Maintain office equipment and supplies.
- Communicate to the ED when running low on print materials in a timely manner so that replacements can be ordered.
- Assist in keeping the Art in the Park footprint clean and inviting, including walkways and in artist booths.
- Interact with customers and answer questions cheerfully.
- In the absence of the ED, choreograph the exit and entrance of the artist into and out of the Park on set up and take-down.
- In the absence of the ED, manage the set up and take down of the Cashier Tent and all that it encompasses.
- Perform other duties as requested by the ED.

Experience / Requirements

- High School education or equivalent, higher education degree a plus.
- Must have command of the English language.
- Must have cash handling skills.
- A minimum of two years' experience in sales is desired.
- Must have guest service skills, including exhibiting a professional demeanor in appearance and behavior.
- Must have a working knowledge of basic computer programs (Excel a plus) and POS systems. Experience with Square a plus.
- Must be able to troubleshoot technical issues with Wi-Fi and electronics in general.
- Must be able to use good judgment and make sound decisions.
- Must be able to pass a background check for cash handling.
- Must have reliable, all-weather transportation for getting to and from the work location.
- Must show up for work on time and appropriately dressed for the weather.
- Must be able to function effectively with no supervision and be comfortable supervising others.

Physical Requirements

- Must be able to stand and/or sit for extended periods, reach, walk, bend, stoop, and kneel.
- Must be able to ascend and descend stairs and navigate uneven and slippery terrain.
- Must be able to walk on slick, wet, and uneven surfaces.
- Must be able to lift up to 40 lbs. and carry for short distances.
- Must be able to tolerate inclement weather and hot and cold temperatures, at times above 95° F and below 50° F.

Working Conditions

- There is an indoor office space, but the majority of the time the Park Manager will be working outdoors under the cover of a canopy tent.
- Downtown Leavenworth is often a noisy and fast-paced environment.
- There is lots of interaction with guests and artists.

This is only a partial list of the Essential Functions, Experience / Physical Requirements and Conditions.