



## **SPANISH MARKET DIRECTOR**

The Spanish Colonial Arts Society in Santa Fe, NM has an immediate opening for a Spanish Market Director. The Spanish Market Director's main function is the planning and execution of the Spanish Colonial Arts Society's Traditional Spanish Markets which includes but is not limited to coordinating event logistics, publicity and public relations, advertising and collateral material design, production and distribution. Liaison with artists, local government, vendors, volunteers, committees and Spanish Colonial Arts Society staff. Organize all aspects of jurying and re-jurying for artists as well as judging for prizes at markets according to established guidelines, procedures and standards. Handle all aspects of vendor relations including negotiating costs and services with vendors, arranging food and beverage, ordering all supplies/decorations, coordinating audiovisual equipment & operation. Staffs the event by securing volunteers, plans, trains, instructs, directs, and supervises assigned staff and volunteers in the proper methods and procedures both prior to and during the event.

Bachelor's degree from an accredited college or university in a related field of business administration, hospitality, marketing, or a related field. Proven experience working with donors, volunteers, committees and non-profit boards, 3- 5 years of experience with large event planning, excellent personal/written communications skills, skilled at planning complex logistics, presentation and public speaking skills with the ability to network, strong planning and organizational skills with attention to detail and knowledge of advanced MS Office including Outlook, Excel, Word.

Salary commensurate with experience. Please submit cover letter, resume and three references to: Josef Diaz, Executive Director at [jdiaz@spanishcolonial.org](mailto:jdiaz@spanishcolonial.org)

No phone calls please.

The Spanish Colonial Arts Society is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.