



Events & Volunteer Associate

The Opportunity:

United Arts Collier (UAC), the officially designated Local Arts Agency for Collier County, is seeking an experienced Events & Volunteer Associate to support the strategic growth and execution of UAC's events. This role will lead the planning, coordination, and on-site execution of exhibitions, opening receptions, community gatherings, fundraising events, UAC's annual gala, and a multi-day dance festival in collaboration with UAC leadership and event planning committees.

The ideal candidate is a self-starter that has combined hands-on event production experience with the ability to help build and scale UAC's events and volunteer infrastructure, including developing systems, timelines, documentation, and engagement strategies, while serving as a professional public-facing representative of the organization.

Scope of Duties

Strategic Growth & Events Systems Development

- Lead the continued development and refinement of UAC's events infrastructure, including standardized planning workflows, timelines, run-of-show templates, documentation, and post-event evaluation tools.
- Establish and maintain consistent systems for event planning, execution, and follow-up across all UAC events.
- Maintain UAC's annual events calendar, planning files, budgets, checklists, and metrics, including attendance tracking and artist and volunteer participation.
- Collect, analyze, and integrate post-event feedback to strengthen processes, improve attendee experience, and inform future planning.
- Support the evolution of UAC's events function to ensure scalability, efficiency, and alignment with organizational goals.

Event Planning & Execution

Plan and manage all aspects of UAC events, including timelines, run-of-show documents, vendors, layouts, materials, AV coordination, and onsite event leadership.

- Lead the coordination of event planning and execution with team members through the development of workplans, managing timelines, and ensuring deliverables are met
- Lead event setup and breakdown; manage guest check-in, volunteer teams, and overall event flow.
- Coordinate vendor contracts, deliveries, rentals, catering, and partner logistics.
- Maintain annual events calendar, files, budgets, checklists, and metrics data including attendance tracking as well as artist and volunteer participation
- Conduct after-event feedback collection and integrate them into processes
- Lead the further development of UAC's event planning efforts
- Support event promotion on UAC website and social media through internal communications with team, press partners, etc.

Volunteer Program Development & Management

- Lead the ongoing development of UAC's volunteer program, including recruitment strategies, role definitions, scheduling systems, training materials, and engagement practices.
- Recruit, schedule, train, and supervise volunteers for exhibitions, events, and programs.
- Plan and host volunteer orientations, trainings, and appreciation events to build long-term engagement and retention.
- Track volunteer participation and support the growth of a diverse, reliable volunteer network aligned with UAC's mission.

Cross-Department & Curatorial Collaboration

- Work closely with UAC's Leadership, Advancement, Programs, and event committees on annual fundraising gala and multi-day festival
- Work closely with UAC's Consulting Curator of Exhibitions on exhibition opening receptions, artist interactions, gallery layouts, and exhibition-related volunteer needs.
- Support the UAC team with execution of other signature UAC events.

Qualifications

- 3–7 years of experience in special events, festival production, hospitality, or nonprofit event management.

- Demonstrated experience both executing events and building or improving event systems and workflows.
- Strong organizational, communication, and multitasking skills.
- Experience leading volunteers or event-day teams.
- Comfort interacting with artists, donors, partners, and the public.
- Ability to lift up to 30 lbs and manage physical event logistics.
- Proficiency in Google Workspace and ability to learn internal systems quickly.
- Availability for evenings and weekends as required by event schedules.

Preferred: Experience in arts or nonprofit organizations; basic production and AV familiarity; comfort with Canva or similar tools.

Schedule

- 20 hours per week with room to increase hours based on performance and growth mindset
- Some weekends and evenings required during events
- Hybrid options when event coordination and in-person meetings are not required

Compensation

- \$25/hour, based on experience
- Voluntary 403(b) plan
- Opportunity for growth within Collier County's Local Arts Agency

How to Apply

Applications are reviewed on a rolling basis. Please submit the following to info@unitedartscollier.org:

- Resume
- Brief cover letter
- 2-3 professional references

Accessibility & Accommodations Statement

United Arts Collier is proud to be an equal opportunity employer committed to diversity and inclusion in all aspects of recruiting and employment. All qualified individuals are encouraged to apply and will receive consideration without regard to race, color, religion, age, national origin, sex, sexual orientation, gender identity or expression, marital status, citizenship status, disability, pregnancy, creed, genetic predisposition or carrier status, military status or veteran status, status as a victim of domestic violence, unemployment status, familial status, sexual

violence or stalking victim status, caregiver status, arrest or conviction record to the extent required by applicable law, credit history, or any other characteristic protected by law.

United Arts Collier is also committed to ensuring an accessible hiring process for all applicants. UAC provides reasonable accommodations throughout every stage of recruitment and employment, including application materials in alternate formats, interview accommodations, and other adjustments as needed. To request an accommodation, please contact info@unitedartscollier.org or 239-254-8242.