Position: Facilities and Events Coordinator
Salary Range: $51,000-$56,000/year
Status: This is a 40-hour per week non-exempt position
Reports to: Facilities Manager
Location: Onsite – Southeast Portland, OR
Benefits: Prorated PTO; 100% medical/dental/vision for employee.

Organizational Overview

The Native Arts and Cultures Foundation (NACF) is a Native-led national organization dedicated to promoting the revitalization, appreciation and perpetuation of indigenous arts and cultures. Our mission is to advance equity and cultural knowledge, focusing on the power of arts and collaboration to strengthen Native communities and promote positive social change with American Indian, Native Hawaiian, and Alaska Native people in the United States. Through our program initiatives, NACF supports Native artists, culture bearers, and projects that are focused on environmental, cultural, and social change. We support artists to create new work, develop their arts practice, and produce projects in collaboration with communities. Support includes financial resources, artist training and professional development, presenting and promoting artist work, and project management. NACF will continue with community engagement across the continental 48 states, Alaska and Hawaii as it pertains to raising the visibility and availability of Native resources and knowledge to address cultural equity and help strengthen Indigenous communities, arts, and cultures.

In 2021, NACF received ownership of a historic building in Portland, Oregon, which has been repurposed to house the Center for Native Arts and Cultures. This acquisition has sparked a time of unprecedented growth for NACF, which includes embarking on a capital campaign to fulfill the vision of the Center for Native Arts and Cultures as a vibrant gathering place for Indigenous artists and local partnerships.

Position Overview

The Facilities and Events Coordinator will work closely with the Facilities Manager to support all facilities activities. They will assist and provide support to the Facilities Manager with maintenance and repair, event production, and rentals. In addition, this position will staff and support various components of NACF programming that occurs on site. Some weekends and after business hours will be required.

Position Responsibilities

- Coordinate the production of programming, special events and short-term rentals. This includes monitoring equipment, load-ins, event/performances, and load outs.
- Support and staff NACF programming in at The Center, to include pre-set up, set up and break down, event staffing, as well as gallery sitting for planned exhibitions.
- Assist with coordination of artists and curators on all aspects of installations, performances, and residency work.
- Support the buildings rental program, maintaining rental inventory, the provisions of tours of the space and maintaining a usage calendar.
- Assists Facilities Manager with various permitting requirements for the City of Portland and obtains permits for events as needed.
- Assist Facilities Manager with vendor and services procurement, to include cleaning services, building security, and deliveries.
- Assist with execution of agreements for short term rentals.
- Assist with record maintenance for the building and its programs, events and other activities.
- Coordinate and supervise volunteers as needed.
- Assist Facilities Manager with small repairs and building maintenance.
- Other duties as required.

**Qualifications**

- 3+ years of applicable work experience
- Demonstrated event production and event management experience.
- Must possess excellent interpersonal skills to handle sensitive and confidential situations, as position continually requires demonstrated poise, tact and diplomacy.
- Must be computer savvy and proficient with Microsoft Office Suite.
- Requires good communication skills; verbal, oral and written with supervisor, co-workers, constituents and public.
- Must have exceptional organizational skills, attention to detail and the ability to manage multiple projects simultaneously.
- Must be a team player and establish and maintain cooperative and productive work relationships.
- Some building maintenance experience and skills preferred.

**Desired Qualifications**

- Cultural competence, specifically knowledge and understanding of Native peoples and tribes.
- Basic knowledge of AV, sound, and backline set-ups.

**Working Conditions**

Indoors, office settings, and occasionally outdoors.

**Location:**
Southeast Portland, OR

**Work Hours**

Flextime Monday through Friday between 8am and 6pm. However, this non-exempt full-time position will require frequent modified hours to meet business needs, and approximately 50% of hours will likely include evenings and weekends.
**Equipment Use**
Personal computers, standard office equipment and tools. Some knowledge of maintenance tools preferred.

**Mental and Physical Requirements**
Duties require the use of considerable initiative and judgment. Requires working under minimal supervision and direction. Requires working under multiple deadlines and pressure. Requires excellent communication and customer service skills. Must be able to establish and maintain cooperative and productive work relationships with external constituents and stakeholders, staff, and as a team member. The person in this position needs to regularly move about inside the building, walking, standing, climbing stairs, lifting/carrying boxes, furniture and equipment weighing up to 50 lbs., crouching, kneeling, pushing, pulling, and reaching over head. Occasional work outdoors.

**Company Rights**
The above information has been designated to indicate the general nature and level of work performed for this position. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications of the employee assigned to this job. This job description does not constitute an employment contract. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

**To Apply:**
Please submit resume and cover letter to hiring@nativeartsandcultures.org by June 7, 2024.

An Equal Opportunity Employer