



Position Description- Events and Auction Support Specialist

Company

The Bray believes that excellence in ceramics is achieved through promoting and practicing inclusion, equity, and diversity. A full representation of thought, education, geography, culture, identity and life experiences, all lead to the ability to create thought provoking and important work. When unique perspectives and experiences are shared and embraced, everyone gains.

To create an environment that allows full opportunity for employees, resident artists, and all participants to enjoy and benefit from its programs, The Bray is committed to equity, inclusivity, and belonging in all aspects of its operation. The Bray's core values are strengthened by a wide representation of talented, experienced, committed artists; engaged, knowledgeable staff and board of directors; and the active participation of all members of The Bray community in its programs.

The Bray is committed to opening access, opportunity, and advancement to people from groups that have been under-represented in terms of employment, recognition, funding, and institutional support. This requires The Bray to consider and remove systemic barriers that make participation in its programs difficult for any group or individual. We are also evaluating and implementing ways to expand the processes, activities, and decision/policy making in ways that ensure equal access to opportunities and resources. The Bray has begun to put into action a series of steps that will implement our commitment to diversity, equity, and inclusion, which are found in The Bray Strategic Plan. We will continue to engage in a dynamic strategic planning process that will regularly review and improve the action steps taken and will work to spread its programs to those communities that have historically lacked access and participation in the arts.

Summary of Responsibilities- Events and Auction Support Specialist

The Bray is searching for a self-motivated, outgoing team member to assist our organization in organizing and delivering events that build relationships, create excitement, generate income, and amplify awareness of our organization. Roughly 40% of this position's annual work will be related to our annual Fundraising Auction. The remaining 60% will be spent managing the planning, preparations, and logistics of our annual calendar of events. As the successful candidate begins their time at The Bray, they will be engaged in learning about our past events and practices and will begin managing our existing schedule of events through the currently planned calendar. As they mature in their role, they will use prior experience coupled with knowledge gleaned from on-the-ground-at-the-Bray experiences to conceptualize and propose changes to existing events and new events in future years.

Sales, Exhibition and other Receptions (60%- about 1,230 hours/year)

Collaborating with other staff members from multiple program areas, this position will manage event timelines, coordinate technical aspects, contract with food/drink vendors, support communications in marketing efforts, media interest and coverage, obtain quotes and prepare event budgets, request/obtain invoices for goods and services, and work with the staff to execute and review/report on events. In addition to above mentioned work, other duties may be assigned.

Current Known Events Calendar:

- Monthly Open Studio nights to promote our Resident Artists (typically 1st Friday each month)
- Bi-monthly Artist Amplified lecture series (6-8 evenings each year)
- Board Meeting Coffee Hours (3x per year at 7:30am on Board Meeting Friday)
- Spring Sale Reception (1 Saturday in early May)



- Exiting Fellowship Exhibition Reception (1 evening in early June)
- Resident Exhibition Reception (1 evening in mid-June)
- Annual Auction Series (1 week, typically in mid- to late-July)
- Volunteer/Member Appreciation Reception (1 evening in August)
- Kolva-Sullivan Exhibition Reception (Spokane, WA., 1st Friday in October)
- Holiday Sale Reception (1 evening in early November)

Auction Related Work (40%- about 850 hours/year)

Working under the guidance of the Executive Director, this position will be the administrator of the annual auction series, a weeklong, concurrent series of online auctions comprised of:

- Premier Auction (15-18 items)
- Heritage Auction (10-15 items)
- Main Auction (40-50 items)
- Cup Auction (70-80 items)
- Experience Auction (12-15 items)

This position will oversee the invitation of, and correspondence with, invited auction artists; receive and inspect each auction item upon delivery to The Bray; photograph and upload images and descriptions of each item to our online auction platform, open and close each auction (also through our online platform); accurately record donor, sales price and purchaser for each item; generate an auction report at the end of the auction; and coordinate shipping/pickup of sold items.

During the week of the auction, this position will manage all aspects of the web-platform, respond to emails and calls related to the Auction, and close each auction on a predetermined timetable.

Your organizational skills and resourcefulness in organizing successful events that meet The Bray's mission-driven objectives will aid us in creating a sustainable financial future, promoting our resident artists, engaging with supporters, and communicating our strategies to internal and external stakeholders.

The ideal candidate for this role should have exceptional organizational skills, strong leadership and interpersonal skills, an ability and willingness to work in a fast-paced dynamic environment and be patient.

Events and Auction Support Specialist Responsibilities:

- Creating and managing our annual events calendar
- Fine-tuning/developing event concepts
- Obtaining quotes and preparing event budgets
- Managing event to fit within approved budgets
- Event site prep- set-up and take down
- Coordinating logistical elements
- Collaborating with other Bray staff as appropriate
- Obtaining and submitting invoices for payment
- Engaging with vendors
- Post-event reporting
- Other duties as assigned



Event and Auction Support Specialist Requirements:

- A degree or demonstrated experience in hospitality, public relations, or marketing
- Ability to safely handle ceramic art
- Strong computer skills- Microsoft suite of products is used at The Bray
- Strong organizational skills
- Project management experience
- Meticulous attention to detail
- Multi-tasker with a strong work ethic
- Superior interpersonal skills
- Strong leadership qualities
- Excellent communication skills

In addition to the above requirements, the following are desired abilities:

- Familiarity with digital photography
- Experience with Adobe Creative Cloud
- Experience with online fundraising platforms- The Bray currently uses Givergy
- Experience with Salesforce

Hours

- This is a permanent, full-time, hourly, non-exempt position
- 40 hours/week; occasional weekend days and evenings
- This is an on-site position; occasional work from home will be in accordance with The Bray's Work From Home Policy.

Compensation and Benefits

- \$17 to \$20/hour, depending upon experience
- Flexible schedule and dynamic environment
- Paid health, vision, and dental insurance premiums
- Accrued Paid Time Off according to Employee Manual
- Paid Holiday leave during Christmas/New Year's
- Other benefits as described by Foundation policies

To Apply

Please visit our employment portal at <https://archiebray.slideroom.com/#/permalink/program/69010>

Questions may be emailed to Brad Robinson at brad@archiebray.org Applications will be reviewed beginning September 23, 2022. No phone calls, please. Position open until filled.