

# Santa Fe Indian Market

SOUTHWESTERN ASSOCIATION FOR INDIAN ARTS

## JOB DESCRIPTION

**TITLE:** COORDINATOR OF ARTIST SERVICES  
**SUPERVISOR:** Executive Director  
**DATE:** May 27, 2019

Please send a resume, cover letter and three references to: [ira.w@swia.org](mailto:ira.w@swia.org) and [frontdesk@swaia.org](mailto:frontdesk@swaia.org) by June 7, 2019

### **SUMMARY OF POSITION:**

Responsibility for support and services to Native artists of SWAIA Indian Market and related programs. Serves as staff liaison to the Indian Market Standards Committee (IMSC) and SWAIA Council of Artists. Assists committees in developing jurying, judging, receiving, art return criteria for artist participation in SWAIA events and programs. Serves as integral member of SWAIA's committees, members and volunteers, other organizations, city officials, general public and staff. This position is supervised by the Executive Director and supervises a seasonal assistant. This is an exempt salaried position as defined by the Fair Labor Standards Act.

### **JOB DUTIES:**

#### **Artist Services:**

1. Responsible for management of all functions related as artists, either in office or Market – related.
2. Responsible for management of all pre-Market, Market and post Market related activities, including start-to-finish process of applications, jurying, booth assignments, booth and fee notifications.
3. Ensures timely communication with artists, including, by mail, email, telephone and through publications.
4. Ensures that Santa Fe Indian Market “Artist Policy Handbook” is current.
5. Prepares post-Market report.

#### **Committees:**

1. Represents all artists problems or issues to the appropriate committees and individuals for timely resolution.

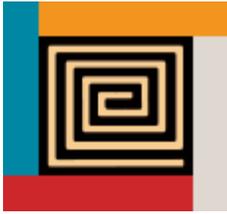
#### **Administrative:**

1. Responsible for management and maintenance of the SWAIA artist database and archive files, including management of paper, electronic and photographic materials.
2. Works to establish programs and services that benefit Native artists.
3. Helps establish departmental goals (annual and monthly) and timelines with Executive Director.
4. Participates in screening, interviewing, hiring, supervision and evaluation of department administrative support staff.
5. Maintains an up-to-date list of regular job duties and detailed job procedures, as applicable.

*southwestern association for indian arts*

p.o. box 969 • santa fe, new mexico 87504 • 505.983.5220 • swaia.org

swaia is a non-profit organization supporting native arts and culture



# Santa Fe Indian Market

SOUTHWESTERN ASSOCIATION FOR INDIAN ARTS

6. Contributes to a positive atmosphere of team work in the organization, demonstrating punctuality and accountability and discretion in the proper use of company resources, procedures and policies.
7. Maintains confidentiality and security of sensitive information and cash, checks and credit card materials. This includes safekeeping and shredding of sensitive documents.
8. Other duties, as requested, including running errands.

## **ENTRANCE REQUIREMENTS:**

1. Three years of experience in basic office administration duties. BA preferred, in Native American Art History and/or Studies, or a combination of education and experience. Some accounting and business administration courses preferred.
2. Proven ability to work with a wide variety of people, maintain confidentiality, display sensitivity, tact and discretion with all aspects of the work. Familiarity with Native American art and/or culture preferred.
3. Proficient administrative skills, including proven ability to organize time, plan projects, set priorities and goals, act independently and work productively during times of high activity without being distracted from priorities. Able to work in a constantly changing environment.
4. Expert attention to detail, proofreading and cross-checking of your own and other's work.
5. Strong understanding of and skills with databases and Excel, Proficiency with the Microsoft Office platform.
6. Excellent use of business English and communication skills, both verbal and written.
7. Occasional travel required, i.e. Native American art shows, events, workshops, training, seminars, outreach
8. Reliable, punctual and able to work productively with minimal supervision, acting independently within areas of responsibility.
9. Willingness and ability to work occasional extra hours in the evening and weekends during periods of high activity, especially prior to and during Market.
10. Experience working with non-profit, special events, or art organizations, very helpful.
11. Commitment to the goals and mission of SWAIA.

*southwestern association for indian arts*

p.o. box 969 • santa fe, new mexico 87504 • 505.983.5220 • swaia.org

swaia is a non-profit organization supporting native arts and culture