



Ohio State Fair - Special Events Department

Title/Position: Fine Arts Gallery Manager

Reports To: Fine Arts Coordinator

Contracted Project Fee & Seasonal Employment Position - This position will serve in two different employment capacities, both as a freelance contracted employee for a project fee during the non-fair season (January through May), and as a paid seasonal employee during the summer (June through August).

Expectations: Hours are at the discretion of the contractor to achieve the necessary project goals and may vary based upon an individual's schedule and abilities. During the contracted non-fair season, the fee is based on the project/work, not hours, and is a flat fee paid incrementally upon mutual agreement (such as a monthly or quarterly payment). Estimated: 600-800 hours / total including off-season contract fee and Fair season payroll amount. You are required to work every day of the Ohio State Fair, typically 12 hours per day, July 28 - August 8, 2027. Prior to the Ohio State Fair, significant set-up time, potentially including evenings and weekends, may be required.

Summary – The Fine Arts Gallery Manager will be responsible for assisting with the planning and execution of the Fine Arts exhibition at the Ohio State Fair. This position will report directly to the Fine Arts Coordinator. This position is a contracted part-time position. Planning meetings take place throughout the year. Work will be completed both remotely (off-season) and on-site at the Ohio State Fair. Hours will vary, but exceed full-time each July through mid-August with Fair hours of 9 a.m. – 9 p.m.

Specific responsibilities and job tasks include:

- During Fair season (June through mid-August) work closely with the Fine Arts Coordinator to assist with the following tasks:
 - Serve as the lead to coordinate and set-up Fine Arts exhibit in Cox Fine Arts Center prior to Fair, ensuring appropriate artistic arrangement and flow of display areas.
 - Ensure that appropriate items are attached to the award-winning entries for display purposes.
 - Assist with Fine Arts drop off and pick up.
 - Create staffing schedules, conduct orientation, and oversee staff daily.
 - Assist the Fine Arts Coordinator in overseeing the Cox Fine Arts Center daily during the Fair.
 - Keep building clean and functioning and communicate with maintenance about building issues.
 - Assist with taking photographs are taken of all entries, displays, rejected works, and winning entries for reference purposes; these files will become a part of the overall Fine Arts Department files.
- During the off-season (September through May):
 - Review the Fine Arts program book with Fine Arts Coordinator.
 - Attend and participate in Arts leadership virtual meetings and other planning meetings, as needed, at the request of the Fine Arts Coordinator and/or Special Events Director.
 - Attend a post-Fair meeting to review (i.e., make sure that everything is turned in, review lessons learned and best practices, brainstorm ideas and plans for the future Fair).

Qualifications

- Exceptional *organizational* skills
 - Detail oriented and strong problem-solving skills.
 - Computer skills with knowledge of the Microsoft Office Suite and Google Suite.
- *Management* and collaboration skills



- Excellent interpersonal skills, with ability to direct and manage staff.
- Ability to work well with groups and co-manage staff.
- Must be able to manage staff (Fair time only), sponsors, guilds, demonstrators, partners, etc.
- Previous customer service-related experience.
- *Planning* and project management skills
 - Ability to plan various events, exhibits and displays within the Fine Arts Department.
- *Self-motivated*
 - Must be able to follow up and meet deadlines. While this position will work under the guidance of and meet periodically with the Special Events Director, this person will work remotely during the off-season and on-site during Fair season.
- *Familiarity with fine arts*
 - Interest or knowledge of events and fine arts.

Important Dates to Note:

- June 3 - Fine Arts entries due
- June 7 - Fine Arts staff starts and FA Coordinator will be on-site from this time moving forward.
- June 11-13 - Fine Arts entry drop offs
- June 19 - observe Juneteenth holiday
- July 3 - observe fourth of July holiday
- July 7 - 11 - no on-site work due to Good Guys Car Show set-up, event, and tear down
- July 23 (tentative) - Fine Arts Opening Reception
- July 28 - August 8 - Ohio State Fair
- August 9 -10 - Fine Arts entry pick-up

Compensation: Contracted project fee = \$4,000 + seasonal pay hourly rate

How to Apply: <https://forms.gle/QMXLKSwtbLGGSm1D9>

Questions: Please contact Alissa Belna-Muhlenkamp, Special Events Director (a.belna-muhlenkamp@expo.ohio.gov) and Grace Collins, Fine Arts Coordinator (g.collins@expo.ohio.gov).