Title/Position: Arts Director
Reports To: Special Events Director
Hours: Estimated: 800 - 1,000 hours
Contract Dates: A portion will be on contract and then change to an hourly employee during Fair time.
Compensation: Hourly: days/evenings will vary to meet needs
Pay Schedule: Normal / Hourly

Position Description and Responsibilities – The Ohio State Fair Arts Director will serve as the project manager for the Ohio State Fair Arts programs. The arts include Creative Arts, Fine Arts and Youth Arts. Creative Arts is the term used to describe different types of art, specifically, to introduce art ideas, techniques, skills, and media. This includes, but is not limited to, working with area arts councils, organizations, guilds, jurors, judges, and sponsors to plan and manage art exhibitions, competitions and activities during the Fair, hang/showcase arts, oversee a staff of 25-30 employees (Fair time only), oversee the Creative Arts Assistant Director, Fine Arts Assistant Director, and Youth Arts Assistant Director, and prepare year-end reports.

About Creative Arts at the Ohio State Fair
The Ohio State Fair Creative Arts Department is devoted to fostering, promoting, and supporting an environment of creativity through participation in, and appreciation of the arts to a broad and diverse population. We aim to provide Ohioans a place and opportunity to compete for and showcase their arts and crafts at the Ohio State Fair. The Creative Arts Department organizes competitions, demonstrations, and provides instructional opportunities that represent historical and current creative arts skills in a multitude of areas, as well as popular trends. The department seeks to challenge, encourage, and inspire Ohioans to get involved in the arts, and to learn, teach, or introduce their creative arts.

About Fine Arts at the Ohio State Fair
The Ohio State Fair Fine Arts Exhibition is designed to empower and strengthen Ohio artists in an open welcoming environment, while encouraging a positive community connection. Each year, the competition attracts a variety of Ohio artists providing the opportunity to exhibit and receive awards and recognition, encourage innovation in the arts and expose the community to one of Ohio’s greatest assets, its artists. The Cox Fine Arts Center is home to the Ohio State Fair Fine Arts Exhibition - one of the largest state fair fine arts exhibitions in the country. The Cox Fine Arts Center, once known as the Woman’s Building, has hosted the Fine Arts Exhibition since 1932. Arts have been a part of the Fair since the very first Fair in 1850.

Facts and Figures
The 2019 Ohio State Fair Creative Arts, Fine Arts, and Youth Arts program statistics included the following:
- Visual arts (Youth Arts, Creative Arts, Fine Arts) – 6,300 entries (for reference, not all entries are accepted; both the Youth Arts and Fine Arts Exhibitions are juried with only a select number of entries accepted. In 2019, approximately 360 of more than 2,000 entries were accepted into the Fine Arts Exhibition.)
- Approximately $60,000 in premium and in-kind awards offered through competitions.
- We estimate that approximately 83,000 fairgoers visited the arts areas, including the Cox Fine Arts Center and the Kasich Hall Creative and Youth Arts exhibit.

About this Position
This position is a contracted part-time position. Planning meetings take place throughout the year during work hours. Work will be completed both remotely and on-site at the Ohio State Fair. Hours will vary year-round and exceed full-time each July through mid-August with Fair hours of 9 a.m. – 9 p.m.

Qualifications
Proven experience in the following areas:
• **Exceptional organizational skills**  
  Must have a thorough knowledge of the Microsoft Office Suite, InDesign knowledge a plus. Various spreadsheets utilized; also includes the development of the competition Information Packets that go online.

• **Management and collaboration skills** – must be able to manage staff (Fair time only), activities, competitions, awards, jurors, judges, sponsors, guilds, demonstrators, entertainment, partners, etc. Must be comfortable maintaining existing relationships as well as establishing new relationships.

• **Planning and project management skills** – must be able to plan and manage details of events, programs, projects, exhibits and displays within the Arts divisions.

• **Assertive and 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 Department director, this person will work from home.

• While **familiarity with the arts** in general is essential, the majority of time will focus on the Creative Arts activities, competitions, demonstrations, (i.e., baking, culinary, fashion, handcrafted and needle arts, etc.).

• **Attention to detail** – there is a great deal of behind-the-scenes detail and prep work that goes into creating the quality arts programs.

• **Creativity** – maintaining the traditional arts, adding new arts and ideas, creative ways to display the arts.

• **Ability to work well with people.**

**How to apply** - Please forward resume, letter of intent, and reference list to a.belna-muhlenkamp@expo.ohio.gov with the subject line of “Arts Director Resume – first and last name”. 