



WESTERN LIGHTS

ILLUMINATED ART FESTIVAL

Open Role: Operations & Production Coordinator

- **Organization:** Western Lights
- **Location:** WFH/Remote w/the exception of required in-person meetings
- **Position Type:** Part-Time (10-20 hours/week, variable based on season)
- **Reports to:** Western Lights Advisory Board
- **Duration:** 6 month contract w/possible extension
- **Deadline to Apply:** *Tuesday, May 5*

About Western Lights

Western Lights advances creativity and community vitality by producing immersive, light-based experiences grounded in experimentation, collaboration, and place. We envision a world where shared spaces are vibrant, welcoming canvases that spark inspiration, possibility, and a shared sense of belonging.

Overview

Now in its third year, Western Lights is evolving from a successful annual event into an independent nonprofit organization. We are seeking a highly organized, proactive, and detail-oriented **Part-Time Operations & Production Coordinator** to support the establishment of the organization and planning for the 2027 festival. This role is ideal for someone experienced in arts administration, event production, and nonprofit operations. Working closely with leadership, board members, and key partners, this person will play a key role in building systems, processes, and infrastructure. Responsibilities include coordinating communications, supporting fundraising efforts, and supporting festival production.

Western Lights is fiscally sponsored by Aha Projects, a registered 501(c)(3) nonprofit organization. The IC agreement for this role will be with Aha Projects.

Key Responsibilities

Festival Planning & Coordination

- Support long-range planning efforts for the 2027 Western Lights Festival
- Assist in developing and maintaining production timelines, calendars, and planning documents
- Coordinate with artists, vendors, and partners as needed
- Track deliverables and ensure deadlines are met across teams

Administrative & Operational Support

- Manage general administrative tasks including document organization, scheduling, and record-keeping
- Develop and maintain CRM for artists, vendors, volunteers, donors, and other stakeholders
- Develop and maintain tools and processes for digital asset management, fundraising, event ticketing, merch sales, festival production, and project management
- Coordinate with the Board of Directors and subcommittees
- Prepare meeting agendas, take notes, and track action items
- Support implementation of board-led initiatives and strategic priorities

Communications

- Manage and respond to general email correspondence in a timely and professional manner
- Serve as a point of contact for inquiries from artists, partners, and the public
- Assist in drafting internal and external communications

Applications & Program Management

- Oversee application processes (artists, vendors, volunteers, etc.)
- Track submissions, maintain databases, and coordinate review processes
- Communicate with applicants regarding status updates and next steps

Fundraising & Event Representation

- Assist in planning and executing fundraising events
- Represent the organization at community events, fundraisers, and partner gatherings
- Manage gift tracking and reporting
- Ensure donors receive timely communications and gifts as appropriate

Qualifications

- Strong organizational and project management skills
- Excellent written and verbal communication abilities
- Experience in event production, arts administration, and/or nonprofit work
- Ability to manage multiple projects and deadlines independently
- Proficiency with Google Workspace (Docs, Sheets, Drive)
- Comfortable working collaboratively with diverse stakeholders

Nice to Have

- Preferred proficiency with Airtable, GiveButter, Quickbooks and similar tools.
- Experience working with boards, committees, or community partners
- Retail or merchandise sales experience

Reporting & Compensation

This position reports to the Western Lights Advisory Board and works in close coordination with festival leadership and key partners, including our fiscal sponsor Aha Projects. This is a part-time, hourly contract role compensated at **\$20-\$25/hour DOE**. The candidate is responsible for tracking hours worked and submitting a detailed monthly invoice for payment in accordance with agreed-upon scope and deliverables.

What You'll Do

No two weeks will look exactly the same, but core responsibilities will include:

- Supporting planning and coordination for the 2027 festival
- Managing email correspondence and acting as a general point of contact
- Assisting with administrative tasks as needed and directed
- Creating & organizing documents, timelines, and internal systems
- Managing and tracking applications (artists, vendors, volunteers, etc.)
- Coordinating with board members and subcommittees
- Helping plan and staff fundraising events and community activations
- Representing Western Lights Festival at events and partner gatherings
- Assisting with merchandise coordination and sales (both planning and onsite)
- Pitching in wherever needed to keep projects moving forward

Who You Are

- Highly organized but flexible; you create structure without needing everything to be rigid
- Lover of technology, systems, and tools. Eager to apply the power of AI to your work
- A strong writer and communicator, especially over email
- Comfortable juggling multiple priorities and shifting timelines
- Self-directed, proactive, and good at following through
- Interested in arts, culture, events, or nonprofit work
- Excited to be part of a small team building something from the ground up

Application Process

Send resume and cover letter detailing why you are a good fit for this role to

info@westernlightsfestival.com. Please include your available start date in your letter. Deadline

Tuesday, May 5.