

# Community Events Director

## Position Description

As an organization committed to providing free, professional event space to community members, The Parachute Factory relies on our Community Events Director to engage with those who could benefit from our space. The Community Events Director has two key responsibilities: the first is to manage all incoming community event applications, and the second is to develop relationships with community members who might not know about TPF as a potential resource. This position should help bolster the inclusivity of Lexington's art scene, and continue to establish The Parachute Factory as a resource for artists and community members in need of a space.

***This position requires a minimum of 20 UNPAID hours of work per month including, but not limited to:***

- + the attendance of 1 staff meeting***
- + the attendance 1 board meeting,***
- + the attendance and managing of various community events***
- + additional administrative time***

### **MANAGE COMMUNITY EVENT APPLICATIONS**

*Incoming Community Event Applications come through our website. The Community Events Director reads through those applications. Upon deciding whether or not the applications are appropriate to our mission, the director communicates directly with applicant to organize the event and fulfill the needs of the event to the best of our abilities. The end goal of this responsibility is to provide community members with the best opportunity to showcase their work or gatherings.*

### **COMMUNITY OUTREACH**

*The Community Events Director should actively engage with community members both in and outside of the gallery to communicate TPF's ability to be a community resource. This means talking to audience members during openings and events, and attending neighborhood meetings and gatherings to gain a better understanding of how we can help serve our community.*

If you think you would be a good fit for this position, please email [sarah@parachutefactorylex.com](mailto:sarah@parachutefactorylex.com) with a statement of interest!