



UNITED STATES EMBASSY ASSOCIATION (USEA) Job Description

Job Title	Noche de Arte Event Director
Reports to	USEA Board of Directors, Noche De Arte Liaison

Closing Date of submission: March 9, 2012	Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Contract
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GENERAL DESCRIPTION

The U.S. Embassy Association (“USEA”) is a Peruvian non-profit organization whose mission is to raise and provide funding to support charitable organizations in and around Lima. The charities that USEA supports are those which provide social service programs that positively impact communities, such as providing services to communities with scarce economic resources, or have created programs which benefit vulnerable or marginalized populations such as children, persons with disabilities, the elderly, homeless or abandoned.

Noche de Arte is currently USEA’s largest fundraising event. It is also the largest celebration of emerging and seasoned artistic talent in Peru. In addition to providing an opportunity to celebrate the artistic talent in Peru and to raise awareness of emerging local artists, the Noche de Arte event is intended to raise financial support for USEA’s charity work. The position of Noche de Arte Director works with and acts on behalf of USEA to ensure a successful and positive Noche de Arte event experience as well as the furtherance of the USEA mission and visibility as a charitable organization.

The Key responsibilities of this position include, but are not limited to, the following:

1. **Strategy and Planning:** Planning, management and implementation of all aspects of the event through the development of a scheduled phase by phase in partnership with USEA and other NDA stakeholders. This work also includes the identification of goals, milestones and outcomes to ensure high performance and strategic use of financial and human resources so that the mission of USEA is achieved.
2. **Event Management:** Management all aspects of the phase in and phase out cycles for the event leading up to and following the event as well as direct oversight and implementation of logistics, staff and volunteer management, public relations, and financial oversight and reporting.
3. **Representation:** Acting as the primary point contact for the Noche de Arte event as well as the expansion of USEA’s ability to develop and maintain positive working relationships with sponsors, vendors, embassy and other stakeholders of Noche de Arte.
4. **Compliance:** Proactive achievement of co-identified goals and outcomes and assurance that embassy event protocols and financial, legal, and ethical standards are upheld.

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WORK EXPERIENCE REQUIREMENTS

To accomplish this event, USEA is seeking an individual with the following required knowledge, skills and abilities:

- Proven management experience managing and implementing large events and and/or experience with project management demonstrating increasing responsibility for achieving key outcomes. At least three (3) years of direct experience independently managing or leading small and large events.
- Experience in strategic planning for large events, establishing project timelines and deliverables, determining fiscal requirements and make budgetary recommendations. Ability to communicate ideas clearly and effectively, especially under stressful work situations.
- Previous experience managing logistics, including staff schedules, task assignments, and allocation of resources to ensure outcomes are achieved.
- Proven negotiation skills with vendors, sponsors and other stakeholders as well as proven ability to communicate consistently in a courteous and professional way that can maintain relationships and influence or mobilize.
- Bilingual or highly advanced level of Spanish and English proficiency (written and spoken)
- *Preferred:* Experience with art shows, artistic exhibitions, and/or gallery or museum events. Experience with and connection to the artist community of Peru.

EDUCATION REQUIREMENTS

- University degree in one of these fields: business, marketing, project management, event planning, or similar or equivalent in years of experience.

CONTACT INFORMATION

Interested candidates should email their job applications to: HamannK@state.gov . Please include "NDA Director 2012"as the subject of the email. Please note that only short-listed candidates will be contacted.

DATE APPROVED AND POSTED

February 28, 2012