

Hawaii's Woodshow Exhibition Coordinator

Job Summary

Exhibition Coordinator for Hawaii's Woodshow (HW), an annual art exhibition showcasing Hawai'i-grown wood and featuring artists and master woodworkers who create finely crafted work in Koa, Mango, Kamani, Milo, Norfolk Pine, Macadamia Nut, and other beautiful Hawai'i-grown woods. Hawaii's Woodshow, a project of Hawai'i Forest Industry Association (HFIA), has an international following and reaches a large local audience. The 28th exhibition is scheduled for Fall 2020 in Honolulu. HW Exhibition Coordinator will be responsible for all aspects of event planning and operations and must be Honolulu based.

Responsibilities and Duties

Responsibilities include oversight, management, planning, implementation, communications, and follow-up for all aspects of this annual exhibition, including Opening Reception. Coordinator is expected to provide their own computer and telephone; be able to work from home until installation; work on-site to oversee installation, gallery management, security during the exhibition, and take-down; work with a volunteer committee; and report electronically to the HFIA office on Hawai'i Island. A Manual outlining previous operational procedures will be available.

Qualifications, Skills, and Time Frame

The successful applicant needs to be self-motivated; have excellent management, organizational, and communication skills; be able to innovate and solve problems quickly; work well with a variety of people; and have the confidence to manage the smooth execution of a high quality art exhibition. Computer skill requirements include Excel, Google Docs/Sheets, Skype, and Dropbox. Experience with event planning required. Familiarity with Hawaii's arts community and the forest industry sector preferred.

This is a part-time independent contract position with flexible hours. Contract is planned for April through December. To apply, email resume by March 10, 2020. This contract is renewal for the 2021 HW Exhibition, pending successful outcome of the 2020.

Compensation

\$8,000-\$10,000