

Hawai'i Forest Industry Association's (HFIA)

Hawaii's Woodshow Coordinator Position Description 2024

The Hawaii's Woodshow (HW) Coordinator is responsible for the coordination of a smoothly run annual exhibition including oversight and coordination with the Woodshow Volunteer Committee, including:

- Follow Woodshow Planning Manual development process. Revise manual, if necessary, after the Show.
- Work with HFIA Executive Director to secure venue and dates for exhibition, installation, and reception.
- Request Hawai'i State Foundation on Culture and the Arts (SFCA) visit for potential acquisition.
- Artist Communications: Update and distribute prospectus, coordinate entry information, entry descriptions, and coordinate Neighbor Island entries.
- Follow Public Relations/Social Media Plan: Assist PR firm and HFIA promote the exhibition, secure photographer to document the exhibition, draft and distribute press releases, coordinate scheduling of publicity prior to and during exhibition (television/radio interviews and print media interviews/photography).
- Expand PR as much as possible.
- Sponsorship/Donations/Grants: Secure sponsors and assist Hawai'i Forest Institute and HFIA Executive Director with fundraising efforts.
- Jurors: Work with Committee to select three jurors and coordinate juror judging.
- Graphics and Printing: Coordinate with graphics person for design and production of announcements, invitation, exhibition catalogue and signage.
- Create and/or oversee creation of artwork labels, award labels, ballots (Artists' and People's Choice), SFCA artwork list, and other graphics as needed.
- Distribute Opening Reception invitation and update mailing lists.
- Work with I+I Student Challenge Coordinator to incorporate the Challenge in the exhibition.
- Installation: Interface with venue staff and Student Challenge Coordinator to coordinate volunteers, education displays, photography, and shipping with Neighbor Island volunteers.
- Opening Reception: Plan and coordinate opening reception.
- Interface with HFIA Executive Director: regarding entries, payments, administrative details.
- Maintain artist/entry database: Track entries and information for labels.
- Exhibition Sales: Process and track sales, credit card charges, notify artists of sales, facilitate communication between buyer and artist.
- Track exhibition attendance and gather required data for grant deliverables.
- Provide final accounting report with receipts, completed surveys, ballots, documentation and other information as needed.
- Gather information from sales and attendance notes to update mailing/email lists for next year (both visitors and possible participants).
- Other duties as mutually agreed upon with HFIA Executive Director to ensure a successful event.

Compensation: Independent Contract Range \$8,000-\$10,000