

Virginia International Tattoo Operations Manager/Executive Assistant Job Description

The **Virginia Arts Festival** is a Norfolk, Virginia-based non-profit arts-presenting organization that serves southeastern Virginia, offering performances during the spring and throughout the year.

The Virginia Arts Festival reaches more than 100,000 people in Hampton Roads annually through 74-plus performances in 20-plus venues.

General Job Description

The Tattoo Operations Manager is responsible for planning, coordinating, and executing logistics for a 1,000-member cast/crew and the production components of the annual Virginia International Tattoo.

The Executive Assistant assists the General Manager in day-to-day operations of Virginia Arts Festival.

Operations Manager

- Coordinates all lodging, meal, and transportation needs of the VIT cast; collaborates with participating groups' logistics personnel – as well as international and domestic military and civilian leaders – to determine cast needs and negotiates with local vendors for provisions before, during, and after the Tattoo
- Oversees the VIT budget; keeps track of all expenses and income into the VIT account; analyzes data to forecast current and future necessities and financial direction
- Recruits, organizes and maintains relationships with volunteers throughout the year; determines necessary tasks, hours and work to fill slots with past and potential volunteers
- Manages the VIT administrative office during the week of Tattoo; anticipates and troubleshoots potential issues that may arise and react and make important calls accordingly
- Works with designers and distributors to help design and procure merchandise for the VIT cast and crew

Executive Assistant

- Assists the General Manager with day-to-day tasks
- Facilitates daily changes in the General Manager's calendar; assists colleagues in setting up in-person meetings and/or zoom meetings
- Coordinates travel arrangements
- Helps organize files and documents to maximize functionality
- Creates and edits informative and professional PowerPoint presentations

- Drafts correspondences to important partners and officials
- Assists the Development team in data entry

Skills and Experience

- Proficiency in MS Office applications, especially Excel, Word, and PowerPoint
- High level logistics experience and festival planning preferred
- Strong leadership, organizational, and communicational skills
- Strong analytical and problem-solving skills with high-level attention to detail
- Able to work effectively and collaboratively with colleagues throughout the organization as well as external staff, volunteers, and vendors
- Experience working with international citizens' travel requirements is a plus
- Ability to work flexible hours, including evenings and weekends
- Ability to lift, move, or transport 35+ pounds

Additional Duties as Assigned

The Virginia Arts Festival staff work in a team-oriented atmosphere. The goals of individual departments and individual employees are always pursued in the service of the overall goals of the Festival.

Work Schedule

Virginia Arts Festival office hours are from 9 a.m. to 5 p.m. However, due to the nature of VAF, a typical work schedule will extend beyond the traditional office hours to include evening and weekend activities – particularly in the period immediately before and during the Festival (January through June).

Additional Requirements

All Virginia Arts Festival employees must be fully vaccinated against COVID-19.

Please send cover letter, resume, and three references to turiegas@vafest.org. No phone calls please. Recruitment will continue until the position is filled.