



Job Title: Associate Director

Organization: Lotus Education and Arts Foundation

Position Summary

The Lotus Education and Arts Foundation seeks a dynamic and proactive Associate Director to play a pivotal role in the success of our programs and events, including Lotus Blossoms and the Lotus World Music and Arts Festival. The Associate Director will contribute leadership, creativity, and organizational expertise, while managing key areas of development, marketing, and event logistics. Reporting to the Executive Director, this position requires flexibility, a passion for arts and community engagement, and the ability to balance hands-on physical tasks with strategic planning.

Key Responsibilities

Development (20%)

- Cultivate and maintain relationships with sponsors, partners, and in-kind contributors to secure financial and material support.
- Identify potential sponsorship opportunities and build compelling proposals.
- Work collaboratively with the Executive Director and Board members to enhance donor engagement strategies.
- Support grant, budget, and project development

Marketing and Communications (20%)

- Implement communication strategies, including co-promotion and partner social media management.
- Track and collect contact information from partners and community engagement events
- Support creation of engaging content for digital and print communication platforms, including social media, newsletters, and promotional materials.
- Ensure consistent messaging and branding aligned with the Lotus mission.

Event and Production Logistics (60%)

- Plan and manage logistics for events, including sound, venue setup, street infrastructure, permitting, and vendor coordination.
- Oversee event and production schedules, ensuring all elements are executed seamlessly.
- Manage and support temporary contracted staff during festival seasons.
- Handle physical tasks such as setting up sound equipment, moving barricades, and arranging tents, tables, and chairs.
- Other duties as assigned



Qualifications

- Education: Associate's degree in arts administration, theater production logistics, project management, or related field; or equivalent professional experience.
- Experience: 3-5 years in arts administration, production management, logistics, or other relevant fields.
- Strong leadership skills, with experience managing teams and collaborating with diverse stakeholders.
- Exceptional organizational skills and attention to detail.
- Proven ability to manage multiple priorities with autonomy and proactive decision-making.

Key Competencies

- A passion for the Lotus mission and a commitment to serving the community.
- Flexibility to work weekends, late nights, and varying schedules during events.
- Physical ability to lift 20-40 pounds, stand, sit, and bend for extended periods.
- Strong written and verbal communication skills, with an ability to develop and maintain clear documentation.
- A team-oriented mindset with the ability to work independently when required.

Compensation and Benefits

- Salary Range: \$53,000 to \$60,000 annually, commensurate with experience.
- Benefits: Comprehensive health care, vision, and dental coverage; 13 paid holidays annually.

Application Process

Interested candidates should submit a resume, cover letter, and three professional references to executivedirector@lotusfest.org. Applications will be reviewed on a rolling basis until the position is filled.

The Lotus Education and Arts Foundation is an equal-opportunity employer and values diversity in its staff and programs.