



## **MARKETPLACE COORDINATOR**

The American Craft Council is seeking an enthusiastic and organized person for our marketplace coordinator position. The marketplace coordinator will work with our director of marketplace to develop and produce our marketplace events. Apply to be part of the dynamic and collaborative team at ACC and help create opportunities and support for the inspiring artists in our community.

### **RESPONSIBILITIES AND DUTIES**

- Manage and implement artist applications for our marketplace events.
- Manage artist lists, contracts, payments, and reporting through our artist management system.
- Provide customer service and email support.
- Manage exhibitor registration at shows.
- Coordinate with event contractors for show management orders.
- Provide show floor event support and troubleshooting during setup for artists.
- Coordinate with the marketing department for show print collateral production.
- Assist with artist jury processes.
- Keep the theme, brand, design, content, and delivery of work consistent with established ACC guidelines.
- Perform other tasks as assigned.

### **ESSENTIAL EXPERIENCE, SKILLS, AND COMPETENCIES**

The ideal candidate should:

- Have a minimum of three to five years of experience with customer service and events coordination.
- Have experience working and negotiating with outside vendors.
- Be proficient with the Google Workspace.
- Demonstrate strong written and verbal communication.
- Have database management experience.
- Experience with the following systems is a plus: Airtable, Jotform, Zapier, Salesforce, Google Workspace, Stripe, Shopify.
- Demonstrate ability to handle multiple projects and produce high quality results in a timely manner and to work both collaboratively and independently.
- Demonstrate an affinity for the mission of the American Craft Council.

### **DESCRIPTION OF PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- This position can be fully remote, and candidates from across the country are encouraged to apply.

- Travel to ACC marketplace events is required.
- While performing the duties of this job, the employee is regularly required to use their hands and sit for periods of time using office equipment and a computer.
- The position may require moderate lifting of supplies from time to time.
- The working environment is a general office environment with a low noise level.
- We have half-day Fridays every week to offer an extended weekend, a generous PTO policy, and 18 paid holiday days including Juneteenth, the day after Thanksgiving, and the time between Christmas Eve to New Year's Eve.
- We also offer medical and dental insurance, long-term and short-term disability insurance, flexible spending plans, and a 401(k) with a four percent match once eligible.

**SALARY RANGE:** \$38,000–\$45,000

### **TO APPLY**

Please send a cover letter and resume to [employment@craftcouncil.org](mailto:employment@craftcouncil.org) with a subject heading of "Marketplace Coordinator." We will begin reviewing applications September 9, 2022.

### **ABOUT THE AMERICAN CRAFT COUNCIL**

ACC is a national nonprofit working to keep the craft community connected, inspired, and thriving. Our founder, Aileen Osborn Webb, recognized the significant impact craft has on individuals and communities and established a nonprofit to preserve, cultivate, and celebrate this communal heritage. Eighty years later, our efforts span the nation. We share stories and amplify voices through *American Craft* magazine and other online content, create marketplace events that support artists and connect people to craft, and celebrate craft's legacy through longstanding awards and a unique research library. A range of other programs creates space for dialogue and action—because craft can bring us together as people. Learn more at [craftcouncil.org](http://craftcouncil.org).

*ACC is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, veteran status, or any classification protected by federal, state, or local law. We value diversity, inclusiveness, and equity and welcome candidates from all walks of life. Read more about [ACC's commitment to inclusion and equity](#).*