



Role: Michigan Fine Art Festival Competition Coordinator

Key Task Requirements:

- Research fine art competitions for rules & requirements
- Set up criteria for art contestants
- Create/work with graphic artist to create promotional pieces
- Publicize event via MICA media and external media
- Collect all entries & work with jury committee to select contestants
- Notify all applicants of acceptance or denial
- Send out all contracts & collect required content for display
- Check in all art & assist with hanging exhibition
- Track all winners & submit award payouts to accounting
- Check out all art to respective artists

If interested contact: mica@micharts.org

1210 Turner St. • Lansing, MI. 48906 • 517.371.4600

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Role: MICA Art Exhibition Coordinator

Key Task Requirements:

- Work with MICA Gallery committee to schedule art exhibition in the gallery and off sight locations
- Respond to all art submissions & forward entries to jury committee
- Notify all applicants of acceptance or denial
- Send out all consignment agreements, inventory sheets, bios, images, etc
- Gather and store all returned content for each artist.
- Create/work with graphic artist to create promotional pieces
- Publicize event via MICA media and external media
- Set up and attend artist reception
- Check in all art & assist with hanging exhibition
- Manage all sales & tracking for accounting
- Check out all art to respective artists

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Role: MICA Gallery Docent

Key Task Requirements:

- Ability to host MICA Gallery 2 days a week (5 hours each day)
- Answer phone calls & respond to voicemails and texts
- Check emails & respond to all messages
- Assist with administrative and festival tasks
- Accept and complete art sales
- Assist with the assembly and distribution of monthly newsletter

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