



**WORMFARM
INSTITUTE**

28 East Main Street Reedsburg WI, 53959

Job Description

Position: Farm/Art DTour Coordinator, part time, flexible work schedule

The DTour Coordinator is a key project position for the 8th annual Fermentation Fest. This position focuses on planning and implementing the Farm/Art DTour and works closely with Program Director, Executive Director and Logistics Coordinator for a smooth running high quality event.

Primary Responsibilities & Duties

- Coordinate all aspects of the DTour
- Responsible for all aspects that pertain to participating artists, farmers and landowners
- Engage community members and build good working relationships

Reports to: Program Director and Executive Director

Job Tasks Include:

DTour Logistics:

- Coordinate artist travel, lodging, orientation and other requirements
- Work with artists, land owners, and staff to identify and secure sites for all DTour Stops
- Gather and organize DTour volunteer needs
- Plan and coordinate all installation and de-installation logistics

Recordkeeping:

- Create and maintain comprehensive spreadsheet including contact info for all DTour participants
- Create accurate map of final selected sites
- Submit weekly work reports, documenting process, tasks and challenges

Marketing/Publicity

- Gather DTour info for all promotional material including event guide/map/website/ passport
- Work with other staff to manage social media - FB, Instagram, Twitter, etc.
- Document with photos and propose press opportunities

Evaluation/Follow-up

- Distribute DTour evaluations, organize responses
- With staff follow up with participants including evaluations, acknowledgements, etc.
- Submit comprehensive final report

Other shared tasks

- Work closely with communications staff
- Assist with fundraising efforts as needed
- Assist with general office work as needed

Qualifications and skills:

- College degree in related field preferred but not required
- Ease with computers spreadsheets, drop box, google docs, social media
- Experience with graphic design software a plus
- Strong interpersonal skills
- Highly organized
- Self-directed
- Strong work ethic
- Functions well in fast paced environment with multiple responsibilities
- Enjoys working with artists and farmers

Work schedule:

Limited term, part time with flexible schedule. 20hrs /week average

A weekly work plan will be developed in consultation with the Executive Director

Additional responsibilities:

Meetings and travel may occur on weekends or during evening hours.

A personal automobile will be required.

Term: Mid-February / March – November 2018

Compensation: \$12-15/hr. based on experience

See websites for more information: wormfarminstitute.org fermentationfest.com

In ecology there is a concept called "edge environments" – areas between one sort of landscape and another, where ecosystems overlap. These edges tend to have more diversity (and therefore more hardiness) than either of the adjoining environments alone. These mixed-use zones, both literal and conceptual, characterize the DTour experience and allow us to see new possibilities for our land, our work, and our communities.

How to apply

Send resume or CV and three professional references to Executive Director Donna Neuwirth
donna@wormfarminstitute.org