

Job: Event Manager for Open Paint by CATA

The [Redwood City Parks and Arts Foundation](#) (RWCPAF) is searching for a motivated, arts-loving individual to organize and lead future Open Paint by CATA events. This individual will be responsible for on-site event management as well as remote event preparation.



Background on CATA and Open Paint:

Started in October 2016, Open Paint is a free-form community paint event as part of RWCPAF's [Community Advocacy Through Art](#) (CATA) project. Attendees are given paint, brushes, and blank vinyl sheets to paint on, free of cost. Small canvases are available by donation. At each event we feature the work of a local artist, who exhibits their pieces and creates a few “fill-in-the-blank” designs for participants to color. We also feature a non-profit organization, raising awareness of its efforts and needs.

Open Paint currently takes place the first Thursday of every month from 5-8 PM in Redwood City at Cyclismo Cafe. The event has the potential to change in location, duration, or frequency based on popular demand and RWCPAF discretion. All donations raised through Open Paint sustain the event operations and support CATA street art murals in Redwood City. [See event photos here.](#)

Time Commitment and Compensation:

- 10-12 hours per event: 5 hours of on-site event management, 5-7 hours of remote event preparation.
- Starting immediately. Initial contract is for 5 events. There is a strong likelihood of contract extension based on event success.
- Stipend: \$200 per event.

Characteristics of a Qualified Applicant:

- Over 18
- Ability to climb up and down ladders
- Passionate about fine arts and community organizing
- Friendly, i.e., a “People Person”
- Detail-oriented
- Confident public speaker
- Interested in learning about, researching, and contacting local non-profits and artists
- Demonstrated experience with event and volunteer management
- Proficient with Microsoft Excel and Word (or their Google equivalents)
- Proficient with Twitter, Facebook, and Instagram
- Have personal transportation, laptop and smartphone
- [Optional] Experience or skill with visual arts (drawing, painting, etc.) is a huge plus.

To Apply: Email a resume and cover letter to info@rwcpaf.org with the subject “Open Paint Job Application.”