



Arts New Orleans is hiring Arts Market Support!

Arts Market New Orleans is the city's largest juried fine arts and crafts market and has been a vital platform for local artists for over 15 years. Held on the last Saturday of each month from 10 AM to 4 PM, this open-air market offers artists a space to showcase their work, test new ideas, and engage with a diverse audience.

In addition to our monthly markets, we host special events throughout the year, including the Holiday Markets in late November and December, and the LUNA Fête Art Market each November. The Holiday Markets are held over full weekends (Saturday and Sunday), and the selected candidate will be expected to work both days during these events.

We are currently seeking a reliable and energetic Arts Market Assistant to support the successful execution of our monthly and Holiday markets. This role is ideal for someone who is organized, personable, and passionate about serving New Orleans' creative community.

For the LUNA Fête Art Market, this person will take on an expanded role as Art Market Lead Manager. In this capacity, they will be responsible for coordinating all aspects of the event—including vendor communications, developing and executing the vendor layout, managing load-in and breakdown, supporting artists on-site, and collecting tax forms.

This is a unique opportunity to be an integral part of a long-standing cultural event that uplifts local artists and contributes to the vibrant creative landscape of New Orleans.

General Responsibilities:

- **Event Day Support (Approx. 8 hours/event):**
 - Assist in on-site setup, coordination, and breakdown of arts markets.
 - Serve as a point of contact for artists, ensuring they have what they need throughout the event.
 - Manage the event music playlist and maintain a welcoming atmosphere.
 - Capture minimal photos/videos for social media content.
 - Support with any workshops, kids' activities, and related setup/breakdown.
 - Support with managing Arts New Orleans tent and table. Greet customers and answer questions about Arts New Orleans and the Arts Market.

- **Pre-Event Prep (Approx. 2 hours/event):**
 - Work in-person at the event location to help create and implement the market map and layout. This is generally on a Friday before the event date.

LUNA Fête Art Market Responsibilities

In addition to your ongoing role as Arts Market Manager Assistant throughout the year, you will take the lead as the Art Market Manager specifically for the LUNA Fête event in November. This leadership role includes:

- Creating and implementing the vendor map to optimize market layout and flow.
- Coordinating directly with all vending artists to manage communications, logistics, and any special needs.
- Being onsite and available for load-in, setup, and breakdown of the Arts New Orleans (ACNO) tent and materials.
- Supporting artists throughout the festival hours by aiding and ensuring a smooth market experience.
- Collecting tax collection forms from vendors at the conclusion of the event.

As the LUNA Fête Art Market Manager lead, you will oversee the full market experience during the festival, ensuring it runs efficiently and remains welcoming to both artists and visitors.

Qualifications:

- Strong organizational and communication skills.
- Ability to problem-solve quickly and remain calm in a fast-paced environment.
- Friendly, approachable demeanor and a passion for supporting artists.
- Comfortable working outdoors and on your feet for extended periods.
- Must be able to lift up to 50 pounds as part of event setup and breakdown, including tents and tent weights.

Time Commitment & Compensation:

Part-Time, Event-Based | \$20/hour (Event Support) and \$25/hour (Event Lead)

City Park (June – October): Event Support Staff – Approx. 50 hours

- Pre-Production (Fridays):
 - 5 sessions, 9:00 AM–11:00 AM — 2 hours each (10)

- Production (Saturdays):
 - 5 sessions, 8:30 AM–4:30 PM — 8 hours each (40)

Holiday Markets in Marsalis Harmony: Event Support Staff – Appox. 42 hours

- Pre-Production:
 - November 28 — 3 hours
 - December 20 — 3 hours
- Market Days:
 - November 29 — 9 hours
 - December 21 — 9 hours
 - December 22 — 9 hours
 - December 31 — 9 hours

Holiday Markets in City Park: Event Support Staff – Appox. 22 Hours

- Pre-Production:
 - Date TBD — 3–4 hours
- Market Days:
 - December 13 — 9 hours
 - December 14 — 9 hours

LUNA Fête: Event Lead – Approx . Approx 47 Hours

- Pre-Production:
 - Meetings — 4 hours
 - November 11 — 3–6 hours
 - November 12 (Load-in Day) — 3–6 hours
 - Load Out — 3 hours
- Event Days:
 - November 13–16, 4:00 PM–11:00 PM — 7 hours per day

How to Apply

Please email a cover letter (no more than two pages), resume, and three references to jordan@artsneworleans.org. Include your name and Arts Market Assistant in the subject line.

Applications can be submitted until June 18th, 2025. Interviews will be scheduled as resumes are received.

About Arts New Orleans

Now in its fifth decade, the Arts Council of New Orleans (dba Arts New Orleans) is a private, nonprofit organization that supports arts and culture in the city. Our mission is to improve the quality of life in New Orleans by supporting, activating, and investing in our city's greatest natural resource: our artists, cultural producers, and creative community.

Building on the abundant cultural wealth and creativity of our community, Arts New Orleans envisions a New Orleans in which arts and culture play a pivotal role in all areas of policy, planning, and placemaking. We believe art and artists should be central to all community and economic development efforts – from public health to public safety, education to infrastructure.

We do this through special initiatives along with a variety of ongoing programs, including:

- **Public Art & Placemaking** – From managing the City of New Orleans' public art collection to private client commissions, we offer support for a wide range of creative and placemaking projects
- **Young Artist Movement (YAM)** – An arts education and workforce development program that connects youth to civic issues
- **LUNA Fête** – New Orleans' free annual festival of light, art, and technology
- **Arts Market** – A bi-monthly series of fine arts and craft markets in City Park and Marsalis Harmony Park
- **Grantmaking** – Administering state and city support for arts & cultural initiatives
- **Unframed** – Large-scale mural program in downtown New Orleans

For more information, visit www.artsneworleans.org.