

Event Planner Director & Coordinator of Exhibits & Events based in Aventura, Florida to Develop and Organize annual schedule of events and exhibition in music, media and visual arts. Main duties and responsibilities: Curatorial research, community outreach, inter-departmental planning and coordination; Recruiting Artists and Musicians from Latin America and the Caribbean; meeting with community leaders to propose programming, Research, development, coordination, distribution and writing of promotional material and press releases; budget planning and maintenance; and grant writing. Requirements: Bachelor degree in management, international Studies, or Public Relations; Minimum 5 years public knowledge and experience in Production, Organization, Planning, International Agreements, and Cultural exchanges; coordination of events and exhibits related to music, media and visual arts; curatorial experience; familiarity with national and international artist-run centers; strong financial and administrative skills; proven experience in writing grants, proposals, critical texts and promotional materials. Knowledge of OSX, Windows and MS office, Photoshop, Illustrator, InDesign, or similar; Must be able to communicate and write in English and Spanish. Will require to travel in the U.S., Latin America and the Caribbean. Send resume via email; info@kalosmusicandart.com