



405 Vernon Street  
Roseville, CA 95678  
(916) 783-4117  
www.bluelinearts.org

### **Event Planning and Rentals**

Blue Line Arts features three distinct exhibition spaces, which may be rented out for a range of events, including weddings, meetings, and children's birthday parties. We also hold annual fundraisers, membership events, and the monthly 3rd Saturday Art Walk.

### **Qualifications**

- Excellent customer service skills
- Strong organizational skills
- Strong interest in event planning and coordination
- Ability to work in fast-paced environment
- Flexible schedule, with availability on the weekends

### **Responsibilities**

- Research opportunities for Blue Line Arts to have a presence at events in the Placer County and Sacramento County areas (i.e. wedding expos)
- Participate in outreach events to share information about rental capabilities at Blue Line Arts
- Assist with event setup and takedown
- Assist with administrative tasks, such as following up with potential renters
- Research websites, magazines, and other avenues for Blue Line Arts to advertise their rental information
- Maintain timeline for events, including coordinating with gallery curators
- Determine logistics for events