



## Auction Coordinator

<b>Department</b>	Artistic Production and Events	<b>Supervisor</b>	CEO and President
<b>FLSA Status</b>	Exempt	<b>FT/PT</b>	PT

The Auction Coordinator helps create an unforgettable auction experience at Festival Napa Valley’s signature fundraising event, the Arts for All Gala. This event brings together our community of donors, artists, and partners to create magical moments that inspire generosity and a celebration of the arts. Working closely with the CEO and event teams, the Auction Coordinator will play a vital role in building excitement and ensuring seamless execution of the auction experience.

### Key Responsibilities

- Support CEO in auction planning and execution, collaborating with Festival events, production, marketing and guest services teams on:
  - Auction lot documentation and tracking
  - Winning bidder package preparation
  - Print and web materials
  - Lot fulfillment protocols
  - Proxy bidding process and pre-sales
  - Registration, bidder check-out, and financial reconciliation
- Provide support for donor and sponsor relationships in coordination with development and sponsorship teams and Gala Committee
- Support live auction, managing bid recording, reconciliation, and check-out process, collaborating with the events and production teams to ensure smooth execution
- Coordinate auctioneer logistics, including travel and accommodation arrangements, materials preparation and day-of support.
- Support the development of auction run-of-show and scripts in collaboration with CEO, Nimblist, and relevant Festival staff

### Key Qualifications

- BA degree in Event Management, Business Administration, or related field
- Experience in event management, with specific expertise in high-end fundraising galas
- Track record of managing events with fundraising targets, including auction management and fundraising platforms
- Strong project management, organizational and multitasking abilities
- Superior interpersonal and relationship management skills
- Excellent written and verbal communication
- Ability to work under pressure and meet deadlines



*Research has shown that many qualified candidates, particularly women and people from underrepresented groups, may not apply for positions unless they meet 100% of the listed qualifications. We want to emphasize that we encourage all candidates to apply who are excited about this role and believe they can contribute to our team, even if they don't meet every single requirement. What matters most is your potential and enthusiasm to grow with us.*

*The starting salary range for this position is \$40,000–\$42,000 per year.*