

## **Hawaii's Woodshow, Na La'au o Hawai'i Coordinator Position Announcement**

### **Job Summary**

Hawaii's Woodshow™, Na La'au o Hawai'i is the Hawai'i Forest Industry Association's (HFIA) annual woodworking exhibition. Each year, attendees are treated to extraordinary heirloom-quality works made from interesting and beautiful Hawai'i-grown woods by Hawaii's most talented artists. Hawaii's Woodshow encourages an appreciation for the participating artists and the materials they use and promotes the positive role forests play in our economy and ecology. This year will be the 32<sup>nd</sup> annual exhibition, which is scheduled for Fall 2024 in Honolulu. The Woodshow Coordinator will be responsible for all aspects of event planning and operations and must be Honolulu based.

### **Responsibilities and Duties**

Responsibilities include oversight, management, planning, implementation, communications, and follow-up for all aspects of this annual exhibition, including securing a venue and coordinating the Show and Opening Reception. The Coordinator is expected to provide their own computer and telephone; be able to work from home until installation; work on-site to oversee installation, gallery management, security during the exhibition, and take-down; work with a volunteer committee; and report to the HFIA Executive Director. A manual outlining previous operational procedures will be available.

### **Qualifications, Skills, and Time Frame**

The successful applicant needs to be self-motivated; have excellent management, organizational, and communication skills; be able to innovate and solve problems quickly; work well with a variety of people; and have the confidence to manage the smooth execution of a high quality art exhibition. Experience with event planning required. Familiarity with Hawaii's arts community and the forest industry sector preferred.

This is a part-time independent contract position with flexible hours. This year's contract period will be April through December 2024. Compensation \$8,000 to \$10,000. To apply, email resume to HFIA Executive Director Christopher Chwastyk at [chris.hfia@hawaiiforest.org](mailto:chris.hfia@hawaiiforest.org).

[Hawaii's Woodshow Coordinator Position Description](#)