



Gee's Bend Quilting Retreat Coordinator

Gee's Bend Quilting Retreats lost its creator, Anne Robertson, to cancer in April 2024, and while no one can replace her, we intend to identify and engage a leader who can continue the retreats. There are three already scheduled for September 2024, November 2024 and March 2025, which will require a rapid onboarding and a talent for building the boat as it sails. This is a contract position with a flat compensation fee.



The retreats are designed and managed with nationally recognized quilt artists and teachers, Mary Ann Pettway and China Pettway from Gee's Bend, Alabama. The fiscal sponsor is the Community Foundation for Mississippi, which will serve as the contractor for this position.



OVERALL POSITION SUMMARY

This position is responsible for leading the Gee's Bend Quilting Retreats, offered four times per year at Eagle Ridge Conference Center in Raymond, MS. Responsibilities include for each retreat:


- Programmatic design and leadership;
- Administration and execution of events;
- Communications to promote and coordinate events, including website, social media, event management software and payment platform;
- Financial management and bookkeeping, bill payments, registrations and database.



Skills Required and Demonstrated Ability

- Commitment to the traditions and goals of the Gee's Bend Retreats focused on attracting a diverse participant pool, a relaxed learning environment, and the opportunity to explore the traditions and innovations in quilt making, styles of learning and beauty, and the role of quilting, stories, and music in creating and sustaining community;



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- Eagerness to collaborate with Mary Ann Pettway and China Pettway and other thought partners to create unforgettable experiences for participants;
 - Experience in conference and event planning and implementation, including:
 - Managing international, national and local participants and media in ways that advance the Gee's Bend Retreat program;
 - Coordinating housing, security and emergency contacts, room and dining arrangements, and arrival support;
 - Managing database and registration/deposits and software applications.
 - Maintaining detailed communications for participants regarding:
 - Transportation
 - Scholarship support
 - Payments and refunds
 - Available equipment for rental
 - Accommodations
 - Dietary needs and other of special requests.
 - Effective interface with Eagle Ridge staff on housing, security and emergency contacts, room and dining arrangements, and arrival support.
 - Facilitating equipment rental and delivery, machine and fabric storage, maintenance, and inventory.

Duties of Gee's Bend Retreat Coordinator

As there is no former coordinator to help transition this position, several weeks may be devoted to establishing access and logins to registration and payment portals, website and social media pages, and creating a workflow and system which work for all parties involved. Otherwise, the work will be organized as follows:

Ongoing

- Consult and communicate with Mary Ann Pettway and China Pettway regarding all aspects of upcoming and past retreats;
- Monitor all retreat costs, deposits, refund requests, scholarship availability, questions, cancellations, and integration of waiting list participants to fill each retreat to capacity;
- Regularly update the website and social media related to upcoming retreats, news and pictures from previous retreats, and updates for the future;
- Review all checklists in Gee's Bend materials related to registrations online and related communications for the next retreat to all participants;

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- Prepare for Community Foundation for Mississippi appropriate information and annual planning and implementation calendar for transition needs in the future.

Before Each Retreat

- Communicate with Eagle Ridge staff on food, accommodations, work room set up, welcome bar, snacks, and other amenities;
- Communicate and coordinate with the storage facility contact to move materials to the site before retreat;
- Schedule drivers from the airport;
- Prepare retreat booklet with participant pictures and contact information as well as program information and schedule, sign-up sheets, name tags, rental equipment documents, and other printed material;
- Communicate with any special guests for neck, back, arm, and hand massages or other additional amenities, and schedule same;
- Set up work room and hallway with lights, machines, microphones, cutting boards, irons, ironing boards, extra supplies, cutting pads, scrap bins, etc.

Post Retreat

- Review all evaluation documents and provide summary to Eagle Ridge staff at the post-retreat meeting;
- Survey participants to assess their enjoyment level and get feedback for changes;
- Handle any repair issues on machines or other supplies;
- Begin preparations for the next retreat related to confirming deposits/full pay, confirm participants, and guests, and complete and track other pre-retreat planning and participant numbers to yield full capacity;
- Send the final two-page narrative and budget report to the Community Foundation for each retreat, and request expense payments with invoices, or reimbursements with receipt.

DEADLINE TO APPLY: June 30, 2024

DECISION DATE: July 22, 2024

Email letter of interest and resume to:

Jane Alexander jane@formississippi.org

or mail to:

Gee's Bend Quilting Retreats

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Jackson, MS 39201