

Facility Assistant Strings Music Festival

Organization

Strings Music Festival presents innovative programs of distinctive classical and popular contemporary music to the surrounding community of Steamboat Springs, Colorado and its visitors. Our intimate and friendly setting attracts people of all ages and backgrounds, and we enhance the cultural, educational, and entertainment experiences of our audience. No other organization brings world-class musicians to Northwest Colorado, creating the opportunities of a large city in a rural culture.

The summer festival includes a genre-spanning lineup featuring classical musicians from the nation's top orchestras and chart-topping popular contemporary artists, all of whom perform in an intimate, 570-seat Pavilion nestled at the base of Steamboat's mountains. Outside of our venue, we serve the community with a variety of free programs and an in-school education program called Strings School Days. In 2019, Strings Music Festival hosted 151 programs and performances, reached over 26,000 audience members, and provided 56% of events at no cost. The festival's current annual budget is \$2.5 million.

Position

Strings Music Festival seeks a part-time Facility Assistant, reporting to House Manager.

Facility Assistant Roles & Responsibilities

A regular FA shift is 4-7 hours:

- Arrive 2-2.5 hours prior to event start time to set up
- Event lasts 1-3 hours
- Breakdown for 1-3 hours

Preparation for events, exterior:

- Clean snow or summer debris i.e. leaves, dirt, mulch, gravel off steps and sidewalks
- Make sure walkways are safe i.e. apply snowmelt as needed, including accessible parking areas and sidewalks, cone hazards such as wet areas, crumbling sidewalks, etc.
- Make sure all lights are on - including sconces and street lights.

- Set out cones/ signs:
 - 2 cones in the middle of Pine Grove Road on each side of the crosswalk with blinking light poles facing our from crosswalk to alert bikers of an event at Strings and busier turning traffic.
 - Cone as needed next to the survey flags on pavilion side of Pine Grove Road 150 forward and back from the crosswalk to discourage patrons from parking on the side of the road.
 - Put cones as necessary to mark parking lines in Meadows Lot.
 - Put sawhorses to block driveway at entrance of Pine Grove - to be put in place 30 minutes prior to event to block entrance to all except performing artists or speakers, drop offs or accessible parking.
 - Put up Strings sandwich boards in Strings Lot as well as in the middle of Pine Grove.
 - Create a small cone sidewalk from the Strings parking lot sidewalk to the center B entrance.
 - Block and disallow entrance into our Strings Drive during events/ performance as lights can be seen and large engines can be heard.
- Put outside seating out and spaced for maximum viewing. Wipe chairs clean and sweep or weed outdoor seating area as needed.
- Wear safety coats, headlamps, safety vests, use wands and be visible and safe.
- Direct crossing and parking - 30 minutes prior to and after events.
- At intermission, one person should check the crosswalk and do an exterior walk to make any patrons exiting early are crossed safely.

Preparation for events, interior:

- Put in new sponsor signs or amend signage for events as needed.
- Set up tables and table cloths as needed.
- Check bathrooms and make sure they are in order, storage closets are closed and any cleaning supplies are properly stored. Make sure paper towels dispensers are not jammed.
- Move benches are directed by House Manager.
- Straighten all chairs, rows, tables, signs, seat tags, etc.
- Check seat tags and make sure they are in order.
- Add or remove chairs as necessary - as directed by House Manger. Inserted seats need to be tied together and seat tagged. Chairs that are removed are stacked 10 chairs high in recording closet, in an orderly manner and maximizing the space and allowing for other stored items as well as a recording engineer to access the stairs to the attic.

- Straighten floor mats and trash and recycling receptacles. Make sure they are in place or evenly placed throughout the pavilion.
- Fine clean any dust, dead bugs, handprints, etc. from the windows and doors.
- Wipe clean the tops of the recycling receptacles if dirty.
- Get scanners turned on, working and ready for use.
- Help the House Manager with any needs i.e. seating late patrons, fixing ticket issues, cleaning a spilled drink area, relaying messages to office staff, encouraging patrons to go in and be seated, ringing the 5 minute bell, etc.
- After parking, enjoy the concert, sitting in the back if there is an empty seat or stand. Do not use your cell phone even for a text; if you need to use your phone, please go outside and away from the view of patrons as they view you a working staff.
- Be on call and visible to House Manger during all events.
- After intermission, check the bathrooms, pick up or straighten as necessary i.e. paper towels on the floor, overflowing trashcans, flushing toilets, etc.
- Take a walk around the campus, picking up any trash or sweeping any areas needed.
- Help the House Manager with any needs i.e. seating late patrons, fixing ticket issues, cleaning a spilled drink area, relaying messages to office staff, encouraging patrons to go in and be seated, ringing the 5 minute bell, etc.

Parking:

- Guiding patrons safely to the parking areas and to the pavilion from the parking areas including crossing at Pine Grove Road.
- Parking duties are done 30-15 minutes prior/ post event.
- The gator is used to facilitate moving parking cones and signs as well as to travel between the parking lots. It is also there to be visible to patrons help them see you and observe signage and directional flow.

Breakdown for events, exterior:

- Be on duty for exit before concert ends.
- Everything that was put outside during setup, needs to be brought inside for breakdown.
- In winter, sweep ice melt from stamped concrete.
- After all patrons have left the parking areas, remove all cones and event signage and put neatly in storage closet.
- Turn off all lights and lock all storage sheds.

Breakdown for events, interior:

- Bring in benches, etc. and put in a place to not block walkways and access to closets, etc.
- Pick up any glasses, bottles or trash that the volunteers or paid ushers have missed.
- Sort recycling and trash in the bins and washout bins with the cleaner in the women's restroom cleaning closet and leave bins upside down at bathroom entrance to dry.
- Put scanners in the chargers.
- Breakdown and put away tables and table cloths as needed.
- Straighten floor mats.
- Mark any wine stains with tape and note on the board in the Guild closet.
- Add or remove chairs as necessary - as directed by House Manger.
- Ask the House Manager if there is anything else and record your hours in the iPad.

*All events differ, the House Manger will have a punch list for each event on the iPad for shared use. Take initiative and ask for needed explanations or clarifications.

Experience & Qualifications

Required:

- Enrolled in high school or a high school degree.
- Punctuality and a strong work ethic.
- The ability to work evenings and weekends, especially during the summer festival season.

Preferred:

- A knowledge of the community of Steamboat Springs, Colorado.
- An appreciation and knowledge of music.
- Readily accessible and communicative by phone, text and email.

Compensation

\$12.50-\$14 per hour starting

How to Apply

Please send cover letter, resume, three references to Jen Johnson at jobs@stringmusicfestival.com. No phone calls please. Strings Music Festival is an Equal Opportunity Employer.