



## STRINGS MUSIC FESTIVAL

### Lead Facility Assistant

#### 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 season, now in its 35<sup>th</sup> year, features popular contemporary music, classical programs, youth and family concerts, and free community programs. Outside of the summer, Strings provides concerts as well as Strings School Days, a youth music education program. Strings Music Festival hosts over 100 events yearly, reaching over 24,000 audience members, and provides more than half of events at no cost. The festival's annual budget is \$3 million.

#### Position: Lead Facility Assistant

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

#### Roles & Responsibilities

##### LEAD FACILITY ASSISTANT

- Team Leader of the Facility Assistants and can assign roles and tasks.
- Leads and participates in event preparation, execution, and tear down.
- Lead in parking direction and takes on difficult positions due to additional experience and training.
- Drives the gator/ parking vehicle.
- Has a set of keys and alarm code and is responsible for locking storage sheds.
- Helps the House Manager with office projects as needed such as data entry, time cards, making signage, etc.
- Liaises with staff, Guild and volunteers.
- Helps to manage crowd situations i.e. moving patrons inside pavilion, to their seats, out of the pavilion.
- Gives feedback to the House Manager on needed training, help, etc. for FAs.
- Notes maintenance, cleaning and supply needs in iPad or to House Manager.

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

## **Experience & Qualifications**

Required:

- Enrolled in high school or a high school degree.
- Strong organizational, logistical and communication skills.
- Punctuality and a strong work ethic.
- The ability to work evenings and weekends, especially during the summer festival season.
- Proven track record that demonstrates a work style that is highly collaborative and welcomes working in a small team environment.

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**

\$16-\$18 per hour

## **How to Apply**

Please email cover letter, resume, three references to [jobs@stringsmusicfestival.com](mailto:jobs@stringsmusicfestival.com) and address to Operations Director, Roberto Hernández. No phone calls please. Strings Music Festival is an Equal Opportunity Employer.

Strings Music Festival is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, genetic information, age, veteran or military status, gender identity or expression, sexual orientation, marital status, parenthood, mental or physical disability, or any other basis protected by local, state, or federal laws.