

# BOHEMIAN NIGHTS®

## Operations Team Member

**(Seasonal Positions with Bohemian Nights, LLC are not eligible for benefits other than required by law.)**

Bohemian Nights, LLC showcases, reveals, and shares live music in Fort Collins, CO. We are currently seeking temporary team members to assist with the annual production of Bohemian Nights at NewWestFest (a free three-day community music festival) to be held in Fort Collins, August 9-11, 2019.

The Operations Team Member will commence around May 20<sup>th</sup>. The position will require approximately 40 hours per week, May 20<sup>th</sup> to August 23<sup>rd</sup>, with an increase in hours the two weeks prior to and during the festival. As a seasonal member of the Bohemian Nights Team, the Operations Team Member will be responsible for assisting the Operations Team Lead with supply orders, sign plan requests, coordinating select equipment requests, admin and insurance tasks, as well as acting as liaison between select vendors and Bohemian Nights the weekend of the festival. Other tasks may include helping with Bohemian Nights Presents Thursday Night Live (TNL), as well as additional tasks outlined throughout the summer.

### Qualifications and Experience:

- Relevant Experience:
  - Working knowledge in events, live music events, festivals and/or large multi-day community events preferred
  - Working knowledge with volunteers, administrative support, music production, public relations, marketing and/or hospitality preferred
- Required Skills:
  - Strong interpersonal, written and verbal communication skills
  - Strong organizational skills with a keen attention to detail; both in planning and implementing job tasks and functional responsibilities
  - Proficient with Microsoft Office; willing and able to learn and utilize other software programs and designated administrative procedures
  - Exceptional customer service orientation and the ability to work well with a variety of different customers possessing diverse needs
- Attitude/Teamwork:
  - Willingness and ability to work autonomously, as well as collaboratively within a team
  - Demonstrated capability to work under pressure, be tenacious, quality driven and possess a high level of composure
  - Adeptness in maintaining positive, mutually productive relationships with staff, stakeholders, community partners and other constituents
  - Models a positive, creative and 'can do' attitude
- Work Environment:
  - Ability to work effectively in a professional office setting, as well as event venues
  - Ability and willingness to work evenings and weekends as needed
  - Some light lifting (25 - 50 lbs.) may be required

### To Apply:

Please send cover letter and resume to [jobs@bohemiancompanies.com](mailto:jobs@bohemiancompanies.com) no later than Friday, April 26<sup>th</sup>, 2019.

*Bohemian Companies provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*