

BOHEMIAN NIGHTS®

Seasonal Positions with Bohemian Nights, LLC

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 10-12, 2018.

Contracts and Program Admin

The Contracts and Program Admin will commence in April with 15 - 30 hours per week through late May. The position will require approximately 40 hours per week, May 21st to August 31, with an increase in hours the two weeks prior to and during the festival.

As a seasonal member of the Bohemian Nights Team, the Contracts and Program Admin will be responsible for assisting the Bohemian Nights team and leading with meeting minutes, calendaring, invoicing, payments and artist contracts. Additional functions include: Artist Relations contract routing, payments and band information advance; Volunteer Team FAQ's, scheduling and training; Kids' Music Adventure (KMA) workshop coordination/advance, KMA sign requests, KMA set/strike assist, KMA onsite weekend of festival; 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 'cans 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 no later than Friday, March 30, 2018.