

# 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 three day long, high quality, free community music festival) to be held in Fort Collins, August 11-13, 2017. These positions will require a commitment of approximately 40 hours per week, May 23rd to August 31st, with an increase in hours the two weeks prior to and during the festival.

### Hospitality Team Member

As a seasonal member of the Bohemian Nights Artist Relations Team, the Hospitality Team Member will be responsible for assisting with the layout and setup of the shared artist green room, contracting a green room caterer using Bohemian Nights RFP, overseeing hospitality details and ordering in each backstage area, inventory, ordering supplies and festival materials, compiling counts for meals, credentials, and deliverables, and additional tasks outlined throughout the summer.

### Qualifications and Experience:

- Relevant Experience:
  - Experience in events, live music events, festivals and/or large multi-day community events preferred
  - Experience 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@bohemianfoundation.org](mailto:jobs@bohemianfoundation.org) no later than Friday, March 31, 2017.