



TITLE: Festival Assistant

FULL TIME/PART TIME: Fulltime Salaried Position (Pay DOE)

DEPARTMENT: Night in the Country

REPORTS TO: Festival Director & Festival Administrator

Exempt Non-Exempt

PRIMARY FUNCTION:

Working closely with the Festival Director and Festival Administrator, the Festival Assistant will be responsible for assisting in the administrative duties such as but are not limited to:

- Providing customer service through phone, email and in person interactions.
- Entering of orders for all Night in the Country events.
- Ordering of office supplies and event supplies.
- Generating and distributing reports.
- Assisting before, during, and after all Night in the Country events.

QUALIFICATION REQUIRMENTS:

Age Requirement:

- Must be 21 years or older

Availability and Travel Requirements:

- Will be required to work weekends/evenings/special events during planned NITC events.
- Will be required to travel for extended periods of time for planned NITC events.

Education/Experience:

- High School diploma or equivalent.
- 1 year of office support and customer service experience is desirable.

Knowledge:

- Understanding of corporate sales.
- Understanding in the development of contracts.
- Understanding of sales strategies.

Skills:

- Ability to communicate effectively, both written and verbally.
- Ability to work positively with the public.
- Proficient in Microsoft Office programs.
- Strong organizational and planning skills.
- Excellent time management skills and ability to multi-task and prioritize work.
- Ability to operate general office equipment.

Key Essentials Competencies:

- Teamwork
- Customer relations
- Planning
- Adaptability
- Communication
- Attention to detail
- Time management
- Reliability
- Accuracy
- Problem solving

Physical Requirements:

- Ability to lift 40lbs unassisted.
- Standing for long periods of time during events.
- Bending, stretching, and kneeling throughout shift during events.
- Some elements of this position require working outdoors. Weather conditions can range between rain, wind, cold, and extreme heat.

ADDITIONAL RESPONSIBILITIES/AVAILABILITY:

- Maintain verbal/written contact with Festival Administrator and Festival Director, and other essential staff to provide/receive information, discuss issues, and provide updates.
- Ability to motivate and generate a positive work environment.
- Attend scheduled meetings as needed.
- Initiate and maintain contact with external community groups, corporations, businesses, and others to assist in sales and sponsorships.
- Communicate customer needs and resolve issues with direction and support of the Festival Administrator and Festival Director.
- Effectively present information both electronically and in person during scheduled meetings.

Certification(s) Required:

- Valid Nevada Drivers License to satisfy insurance company regulations to drive company vehicles.
- CPR/First Aid certification within 6 months of hire.

DISCLAIMER:

The information presented in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Signed by:

Incumbent

Date

Approved by:

Festival Director

Date

Reviewed by:

Chief Professional Officer

Date