

Job Description

Job Title: Operations Manager

Job Overview:

The Operations Manager (OM) is responsible for all aspects of preparing and maintaining the overall festival site both prior, during and after the festival. The OM will work closely with the Production Manager to coordinate responsibilities and address any non-production issues. The OM is the key lead to ensure the facilities of the festival are ready for each concert and that non-classical artists are supported.

Job Duties/Responsibilities:

- **Pre-festival and post-festival site preparation and management.**
 - Order and oversee delivery and pick up at the end of the festival of dumpsters, port-a-potties and water coolers.
 - Oversee all aspects of contracting for the tent, preparing the site and overseeing tent installation and removal.
 - Obtain and manage housing for Production manager and crew.
 - Coordinate with Production Manager to facilitate pre-festival site set-up. Coordinate staff assistance as required.
 - Assemble the picnic area, including chairs, tables, and trash bins.
 - Prepare concession and merchandise tents and green room.
 - Get all signage in place inside the tent and around the festival area.
 - Make sure all safety measures are in place, including fencing and lighting.
 - Oversee all clean up of the festival area at the conclusion of the festival.
- **Festival site and facilities management**
 - Responsible for overall site management during the festival.
 - Ensure the site is clean and address any special needs.
 - Coordinate with outside food vendors.
- **Main liaison between BVMF staff/board and Production manager.**
 - Assist Production Manager with special requests.
 - Ensure on-site ticketing mechanism is in place and staffed.
- **Non-classical programming execution**
 - Obtain a green room rental unit, coordinating with classical lead if necessary for usage across the festival period.
 - Review non-classical contracts. Obtain housing and green room items per contract.
 - Ensure green room is stocked to meet the rider requirements and is clean and ready for each act upon arrival.
 - Arrange for meals to be delivered to the green room per riders.
- **Concessions**
 - Find wine vendors to donate and/or provide discounts on wine.
 - Order beer, snacks and other beverages for sale.
 - Arrange for ice order and method to pick it up each day.
 - Organize staff and/or volunteers to staff the booth for each concert.

- **Merchandise**
 - Select and order merchandise.
 - Organize and arrange staff and/or volunteers to sell merchandise .
 - Gather sizes and place t-shirt order for musicians, production crew and staff.
- **Volunteer coordination**
 - Work with board member/committee to recruit volunteers. Create and manage assignments.

Compensation: \$35/hour

Anticipated workload:

July through mid-August = 40 hours/week (in person in Bear Valley)	6 weeks
mid-August through January= up to 2 hours/week (remote)	22 weeks
February-March = up to 5 hours/week (remote)	8 weeks
April through June = up to 20 hours/week (remote)	13 weeks