



CRESTED BUTTE CENTER FOR THE ARTS

Combined Event + Security Staff

Job Description

Combined Event & Security Staff*

Job Status | Part-Time Hourly

Compensation | \$15 - \$23 per hour DOE

**Often candidates are hired and cross trained to work in more than one events related position - Event Staff, Security Staff, and Ticketing.*

About the Center for the Arts In 1985, a passionate group of local residents began raising money for a nonprofit community arts center in the beautiful mountain town of Crested Butte, Colorado. Two years later, they had raised \$425,000 and the old county road maintenance garage was renovated into a 6,000 square-foot Center for the Arts facility. Since those beginnings, the local population has doubled, and there has been tremendous growth in the number of events presented, the size of audiences, and the number and variety of educational programs provided by the Center for the Arts and its partner organizations. Fewer than 8,000 people attended Center events in 1985, and 30 years later, more than 40,000 people attended over 650 events, positively impacting the local economy by more than \$3 million. After recognizing the need to create a larger and lasting home for the Center, the Board embarked on an ambitious \$20 million capital campaign to build a new, state-of-the-art facility. In December 2019, the new building was opened, featuring 28,000 square feet of multi-use space, including a 350-seat theater, two art studios, dance studios, a visual arts gallery, and new bar facilities. Truly unrivaled in Colorado as a captivating and welcoming place, the Center for the Arts brings people together to share, inspire, nurture, educate, and enjoy arts and culture.

Position Overview Event staff assist in the logistical management and security of events for the Center for the Arts. Their primary responsibilities include preparing venues, setting up chairs, tables, and other event hardware, transitioning the Center's theater, building and breaking down the stage, working at the event at the door or as support for event logistics, and breaking down events and setting the venue back to "zero" or the standard configuration.

Responsibilities:

- Upon arrival at each shift, reading the event's Production Brief to understand the venue set up, ticketing, timeline, security, staffing, and parking plans for the event
- Executing the above plan, as directed by the designated Event Captain
- Ensuring the event spaces are clean, organized, and prepared for each event
- Welcoming guests, assisting guests, dispensing helpful information to event-goers, and ensuring excellent levels of customer service throughout the event
- Assisting the bar, security, and tech teams, when needed
- Completing items on "side work" lists when needed or when an event experiences a slow period
- Adhering to event safety standards and expectations throughout the event

- Inspecting equipment for damage after use and reporting any damage or wear and tear to the Event Lead.
- Packing up equipment and hardware when the event is completed and setting the venue back to “zero” or “standard.”
- Opportunity to assist in facilities-related projects.
- Crowd Control:
 - Be alert at all times, watching for potential incidents and taking action if something looks suspicious.
 - Monitor the crowd to ensure no one is getting pushed, that people are not getting too close to the stage or to a performer
 - Ensure that all exits remain clear, and people are not loitering in access areas like stairwells
- Incident Response:
 - Respond quickly and decisively to potentially dangerous incidents like a fight breaking out or an over intoxicated guest
 - Document each incident and the action taken in a post-event report
- Environment monitoring:
 - Utilize radio communication and surveillance equipment so that all members of the security team are apprised of any issues or incidents.
- Customer Service
 - Because Security Staff are often posted in clearly visible areas, they are often asked questions from attendees. Be helpful, professional, and courteous, while maintaining your post and the safety and security of the event

Preferred Qualifications + Skills

- Ability to work well on a team
- Diligence and attention to detail
- Exceptional interpersonal skills and a friendly demeanor
- Able to lift 50 pounds and manage sustained physical activity
- Good problem-solving skills
- Ability to perform under stress
- Excellent multitasking ability
- Conflict management skills

To Apply Email cover letter and/or resume to paul@crestedbuttearts.org. Please put ‘Event & Security Staff’ in the subject line.

Deadline for Applications: Applications are accepted and considered on an ongoing basis.

Equal Opportunity Employer The Center for the Arts is dedicated to the principles of equal employment opportunity (EEO). We are committed to recruiting, hiring, training and promoting qualified people of all backgrounds, regardless of race, creed, color, religion, national origin, sex, sexual orientation, gender expression, age, physical or mental handicap, veteran status, parental status, or marital status.