



# CRESTED BUTTE CENTER FOR THE ARTS

## Program Coordinator

### Job Description

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## Program Coordinator

**Job Status:** Regular Part-Time Non-Exempt

**Compensation:** \$28-\$30/hour DOE, up to 30 hours/week

**Direct Report:** Program Director

### Benefits:

- Wellness Stipend
- Cell Phone Stipend
- Paid Sick Time
- April Break Paid Time Off
- Ability to contribute to SIMPLE IRA starting January 1, 2026 with employer matched contributions up to 3% annually

### About the Center for the Arts

The Center is home to popular signature events and a wide variety of indoor and outdoor attractions. Visitors young and old enjoy a year-round schedule of live music, dance and theater performances as well as art exhibits, speakers and much more. For more than 20 years, the Center has been committed to providing arts and cultural experiences that inspire and entertain all audiences, whether they call Crested Butte home everyday or just for the weekend. The Center strives to enrich and engage the community by fostering artistic expression and cultural experiences in the Gunnison Valley. Our vibrant facility, diverse programs and community outreach provide the common ground for all of our visitors to experience arts and culture in a whole new way. Truly unrivaled in Colorado, the Center for the Arts brings people together to share captivating, transformative, and fun experiences that enliven the creative soul and are essential to the vitality of our community.

### Position Overview

The Program Coordinator plays a vital role in supporting the administrative, programming, and production functions of the Center for the Arts. This position is responsible for managing key operational systems, ensuring seamless communication between departments, overseeing contract management for the Programming team, and coordinating lodging for visiting artists and presenters. Additionally, the Program Coordinator serves as the primary administrative lead for Mountain Words Festival and Crested Butte Wine + Food Festival, overseeing logistics and

coordination for these flagship events. The ideal candidate is highly organized, detail-oriented, and adept at balancing multiple projects in a fast-paced environment.

## **Key Responsibilities**

### **Administrative & Operational Support**

- Design and manage internal administrative systems across office, programming, and production teams.
- Oversee and maintain internal information-sharing platforms to track, execute, and evaluate programming.
- Draft, distribute, and manage all Center-generated contracts for the Programming team, ensuring accurate documentation and compliance. This includes, but is not limited to, contracts for culinary participants in the Wine + Food Festival, literary guests for the Mountain Words Festival, as well as performing and visual artists across various Center programs.
- Oversee the organization and booking of all lodging for artists and presenters for the Programming team, ensuring smooth accommodations and logistics. Work in collaboration with the Marketing and Sales team to procure and utilize sponsored lodging whenever possible.
- Serve as the primary administrative point of contact for Mountain Words Festival and Wine + Food Festival, managing schedules, permits, and communication for presenters and participants, as well as communication with logistics and operations.
- Train other team members on software tools, reporting procedures, and other operational workflows, as needed.
- Assist with compiling, drafting, and proofreading marketing materials to ensure accurate representation of programs and events.

### **Event Coordination & Logistics**

- Build and manage events in Humanitix ticketing software.
- Create and maintain event entries in the Planning Pod calendar and coordinate details with the Operations Team.
- Secure necessary event permits, including liquor licenses, performance rights, and special event approvals for festivals, Alpenglow, and off-site events.
- Manage the procurement of and communication with food vendors and non-profit booths for Alpenglow. Ensure smooth hand-off to the Operations team.
- Support event execution by working select events, ensuring seamless guest experiences.

### **Other Responsibilities**

- Provide general administrative support as needed to ensure smooth day-to-day operations.
- Contribute to strategic planning and program development discussions.
- Perform other duties as needed to support the overall success of the organization.

## Qualifications & Skills

This position requires a highly motivated individual who thrives in a collaborative environment and is passionate about delivering high-quality arts and cultural programming.

### Required Qualifications

- Bachelor's degree or equivalent experience in arts, nonprofit administration, event planning, or project management.
- Proficiency in Google Drive, Microsoft Office, and project management software, with the ability to learn new platforms quickly.
- Strong organizational and multitasking abilities with acute attention to detail.
- A proactive and adaptable problem-solver with excellent communication and interpersonal skills.
- Ability to work independently while collaborating with a dynamic team.
- Flexibility to work evenings and weekends as needed.

### Preferred Qualifications

- Experience in arts education or program development.
- Background in music, dance, theatre, culinary or literary arts events.
- Understanding of challenges faced by rural arts nonprofits or organizations in tourism-based economies.

## To Apply

This is a part-time position starting immediately. Email cover letter and resume with references to [natalie@crestedbuttearts.org](mailto:natalie@crestedbuttearts.org). Please put 'Program Coordinator' in the subject line. E.O.E. For more information on the Center for the Arts, please visit [www.crestedbuttearts.org](http://www.crestedbuttearts.org).

**Deadline for Applications:** Monday, May 5, 2025 at 12:00 PM MT

*Please note this job description is not designed to cover or contain a comprehensive listing of activities. The Center for the Arts is a collaborative organization that relies on teamwork to do great things.*

## Equal Opportunity Employment Statement

Center for the Arts (CFTA) is committed to having diverse voices in our organization and coalitions. We seek collaboration with those who bring a range of perspectives, skills, and experiences to the work of advancing our mission. We strongly encourage and seek applications from BIPOC (Black people Indigenous peoples, and People of Color), people with disabilities, women, men, non-binary individuals, bilingual and/or bicultural individuals, immigrants, veterans, and queer/LGBT+ individuals. CFTA is an equal opportunity employer.