



CRESTED BUTTE CENTER FOR THE ARTS

Events Manager

Job Description

Events Manager

Job Status | Regular Part-Time, Non-Exempt

Compensation | \$30-\$35/hour, 10-20 hours per week, varies seasonally based on event load

Direct Report | Program Director

Benefits Include:

- Up to 48 hours sick time per year
- Ability to contribute to SIMPLE IRA starting January 1, 2026 with employer matched contributions up to 3% annually
- Cell phone stipend (\$30 per month)
- Wellness Benefit (\$600/year)
- 3 paid vacation days during April break, April 13-17, 2026

Position Overview

The Events Manager plays a pivotal role in the Programming and Operations teams at the Center for the Arts. This position is responsible for orchestrating a wide range of events as assigned, from private rentals to Center-produced events and collaborations with other organizations. Reporting to the Program Director, the Events Manager ensures that each event for which they are responsible is executed flawlessly, delivering a seamless and memorable experience for both clients and guests.

Key Responsibilities

Event Planning & Logistics

- Lead the planning and coordination of events assigned by the Program Director, ensuring alignment with organizational goals, internal systems and processes, and partner or client expectations. Serve as the primary point of contact for event organizers, working closely with clients, vendors, and internal team members to plan event logistics.
- Coordinate all event logistics, collaborating with internal departments and external parties as needed. Logistics may include but are not limited to: bar selections and service; technical and A/V needs; parking and transportation; catering service and placement; floral installations and décor placement; set-up and tear-down schedules; timelines and floor plans for Center-owned equipment; vendor drop-off and pick-up times; facility preparedness, including cleaning, theater transitions, snow removal, and

exterior maintenance; and event closeout, including post-event walkthrough and damage assessment.

- Collaborate closely with the Sales Manager to ensure that private rental clients have a seamless transition from the booking and contracting phase to the event planning phase.
- Communicate expectations and protocols to vendors and clients, including load-in/load-out times, setup/cleanup expectations, and insurance/licensing requirements.
- Create Banquet Event Orders (BEOs) for assigned events, ensuring every detail is captured and communicated using approved Programming Team templates. This may include separate BEOs for client communication and staff distribution.
- When not serving as Event Captain for an assigned event, complete a clear and comprehensive BEO hand-off to the Event Captain.
- Train clients and partners on building access, event setup and breakdown procedures, and use of Center facilities as needed.
- As requested by the Program Director, collaborate closely with other members of the Programming team to contribute to the visioning, planning, and execution of Center-produced events.

Event Captain

- Act as Event Captain as necessary and assigned. When serving as Event Captain for events planned by a different team member, the Events Manager reports to the Operations Manager.
- When serving as Event Captain, lead staff and manage event flow and operations on the ground, including setup and troubleshooting, to ensure an exceptional guest and client experience.

Festival Planning & Logistics

- Oversee logistics and production for Center festivals including the Wine + Food Festival and Mountain Words Festival, and the annual Arts Ball.
- Manage equipment, supplies, vendors, and onsite operations.
- Coordinate event layouts, timelines, and onsite execution.
- Document processes and lead post-event wrap-up.

Administrative Duties & Process Improvement

- Provide the Sales Manager with accurate information and post-event reporting to support the creation of invoices for deposits, rental fees, bar fees, and other charges; coordinate with the Accounting Department as needed to help ensure timely payments.
- Collaborate with the Operations and Programming Teams to ensure the organization is consistently improving event efficiency, optimizing upcoming events, and ensuring client and guest satisfaction.

- Provide recommendations to the Program Director for improving and streamlining Center rental and event policies, pricing, and procedures.
- Perform other duties as assigned.

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.

Qualifications:

This position requires someone who thrives in a dynamic, fast-paced environment and is dedicated to creating unforgettable experiences for event attendees while maintaining the Center's high standards of excellence.

- Strong organizational skills with exceptional attention to detail and the ability to manage multiple events and logistics at once, ensuring prompt and professional communication to internal and external contacts.
- Excellent customer service skills with a passion for delivering a high-quality guest experience.
- Creative thinker with a solutions-oriented approach to challenges that may arise during the planning or execution of events.
- Ability to lead teams with a calm, professional demeanor while managing high-pressure situations.
- Experience working in event management, hospitality, or a similar field, with a deep understanding of the intricacies of both small and large-scale events.
- Proven ability to work collaboratively with internal teams, clients, and vendors to ensure the successful execution of events.
- Ability to work with Google Drive and other event management software.
- Can lift over 40 pounds

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.

To Apply

This is a part-time position starting immediately. Email cover letter and resume with references to natalie@crestedbuttearts.org. Please put 'Event Manager' in the subject line. E.O.E. For more information on the Center for the Arts, please visit www.crestedbuttearts.org.

Deadline for Applications Friday, November 14, 2025, 12:00 PM