



CRESTED BUTTE CENTER FOR THE ARTS

Operations Coordinator

Job Description

Operations Coordinator

Job Status | Hourly, Non-Exempt

Compensation | \$28-\$32 per hour

20-30 hours per week June-September and December-March

10-20 hours per week October, November, April, and May

May add hours with Event Captain shifts depending on event calendar

Direct Report | Operations Manager

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 Operations Coordinator works closely with the Operations Manager to ensure that the Center for the Arts venue is properly prepared for all events. During events, this role leads a team of hourly staff and ensures the team performs all duties efficiently and professionally. While this position supports all events at the Center, it has a special focus on supporting back-of-house functions for touring music performances in the Steddy Theater and at the Alpenglow summer concert series, including artist hospitality, production coordination, and gear load-in and load-out.

Responsibilities

General Operations

- Work with the Operations Manager to ensure that events run smoothly by preparing the venue, guiding staff, and maintaining a professional, welcoming environment for artists, guests, and patrons.
- Attend operations meetings as needed with the Operations Manager during peak seasons.

- Oversee and execute theater transitions as directed by the Operations Manager.
- Perform administrative tasks as assigned, including scheduling cleaners and event staff
- Assist with bar inventory, organization, and ordering as assigned.
- Ensure the Center facility remains clean, orderly, and well-organized at all times, including putting away equipment, maintaining bar and event storage areas, and keeping backstage and common areas tidy.

Event & Artist Hospitality

- Fulfill artist green room requirements.
- Serve as the primary point of contact for artists on event days, managing hospitality needs and acting as a runner for deliveries and pickups (e.g., local stores, restaurants, vendors, airport, lodging, laundry).
- Assist with artist load-in and load-out, including handling gear, instruments, and sets.
- Finalize event settlements and coordinate with the appropriate CFTA employee for post-show payments.
- Collaborate with the Development Team to execute VIP and member benefits at events as needed (e.g., artist meet-and-greets, VIP lounges, reserved and early seating).

Event Execution (when scheduled as Event Captain)

- Lead a team of event, security, and bar staff and volunteers in executing the Banquet Event Order (BEO) at events, providing real-time assignments and feedback to ensure smooth operations.
- Utilize ticketing and calendar platforms to lead front-of-house functions (check-in, box office, seating, etc.).
- Ensure the venue is properly reset to its standard configuration at the conclusion of the event or prepared for the next event as needed.
- Other duties as deemed necessary for the success of the organization.
- If available, the Operations Coordinator may pick up bar shifts at the standard rate, provided total weekly hours do not exceed 40 (Monday-Sunday workweek).

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.

Candidates should be personable, a team player, and able to work independently. They must be able to lift 50 pounds, have a reliable personal vehicle, and manage sustained physical activity. Experience with staff management and the food and beverage industry is highly preferred.

A strong sense of hospitality is essential—this role requires a high level of care in creating exceptional experiences for both artists and patrons. The ideal candidate is proactive, detail-oriented, and passionate about making every event run smoothly and professionally, ensuring that performers feel welcomed and audiences have a memorable experience.

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.

To Apply

This is a regular part-time position starting immediately. Email cover letter and resume with references to brett@crestedbuttearts.org. Please put 'Operations Coordinator' 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, October 31, 2025 at 12:00 PM MT