



CRESTED BUTTE CENTER FOR THE ARTS

Combined Event + Security Staff Job Description

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Job Status | On-Call Part-Time, Non-Exempt, based on event needs

Hours are primarily evenings, weekends, and peak event periods

Compensation | \$23-\$27 per hour DOE

Direct Report | Event Captain (on-shift) / Operations Manager (overall)

Staff are often cross-trained to work in multiple roles, including Event Staff, Security, Ticketing, and Bar Support.

Benefits Include:

- Up to 48 hours sick time per year
- Ability to contribute to SIMPLE IRA starting January 1, 2027 with employer matched contributions up to 3% annually
- Arts Professional Development stipend (\$100 per year)
- Free or discounted tickets to Center events

Position Overview

Event & Security Staff support the execution of events at the Center for the Arts, helping create a safe, welcoming, and polished experience for guests, artists, and staff.

This is a hands-on role where responsibilities vary by shift and may include event setup and breakdown, guest service, ticketing/box office, bar support, security, and general venue operations. Staff work under the direction of the Event Captain to carry out event plans and ensure events run smoothly from start to finish.

Responsibilities

Event Setup & Breakdown

- Assist with event setup and breakdown, including chairs, tables, staging, equipment, and theater transitions
- Reset event spaces to standard configurations after each event
- Complete assigned side work and closing tasks

Guest Experience & Hospitality

- Welcome guests and provide friendly, professional customer service

- Assist with ticket scanning and selling, check-in, guest flow, and on-site guest surveys as needed
- Answer guest questions and help create a positive experience

Safety & Security

- Complete ID and bag checks at the door
- Monitor guest behavior and crowd flow to maintain a safe environment
- Follow all safety protocols and directions from the Event Captain
- Keep exits, hallways, and access areas clear
- Respond to issues and escalate concerns to the Event Captain as needed
- Assist with incident documentation when requested

General Operations Support

- Help maintain cleanliness and organization inside and outside the venue before, during, and after events
- Assist bar and catering teams as needed, including stocking, glassware polishing, busing, etc.
- Assist tech and facilities teams as needed

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

- Reliable and able to work well as part of a team
- Comfortable taking direction and working in a fast-paced environment
- Friendly, professional, and comfortable interacting with the public
- Strong attention to detail and follow-through
- Able to lift up to 50 pounds and perform sustained physical activity
- Able to stay calm and responsive in busy or high-pressure situations

Experience in events, hospitality, or customer service is helpful but not required.

What Success Looks Like

- Events are set up, executed, and reset efficiently
- Guests feel welcomed and taken care of
- Spaces are clean, organized, and ready for use
- Staff work effectively as a team under the direction of the Event Captain
- Safety and service standards are consistently upheld

To Apply

Email cover letter and/or resume to lex@crestedbuttearts.org with "Event & Security Staff" in the subject line.

We are always accepting applications as we continue to grow our team and review candidates on a rolling 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.