



# CRESTED BUTTE CENTER FOR THE ARTS

## Operations Coordinator

### Job Description

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#### **Operations Coordinator**

**Job Status** | Regular Part-Time, Non-Exempt, approx. 20-25 hours/week  
*Weekly hours may increase during peak seasons (June-August; January-March)*

**Compensation** | \$28-\$32/hour

**Direct Report** | Operations Manager

#### **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
- Cell phone stipend (\$30 per month)
- Wellness Benefit (\$600/year)
- Arts Professional Development stipend (\$100 per year)
- 3 paid vacation days during April break starting in 2027
- Free or discounted tickets to Center events

#### **Position Overview**

The Operations Coordinator provides essential daytime administrative support to ensure the Center for the Arts building is organized, stocked, and prepared for all events and programs.

This is a detail-oriented, task-driven role focused on consistency, follow-through, and maintaining a high standard for our community facility behind the scenes. The Operations Coordinator works closely with the Operations Manager and team to support day-to-day operations and keep systems running smoothly.

This position is primarily daytime, in-office work, with some evenings and weekend hours.

#### **Responsibilities**

##### **Facility Readiness and Organization**

- Conduct regular venue readiness checks to ensure the building is clean, organized, and prepared for upcoming events
- Identify and address gaps in readiness (e.g. cleanliness, setup, functionality), coordinating with the appropriate team or vendor to resolve

- Maintain readiness of artist and event spaces, including green rooms, dressing rooms, and hospitality areas
- Coordinate in-house and rental linen management, including inventory, cleaning schedules, and vendor coordination
- Support venue transitions between events as directed by the Operations Manager, including theater transitions and event setup/breakdown as needed
- Maintain HVAC schedule, ensuring appropriate climate settings for all events

### **Inventory, Supplies, & Facilities Coordination**

- Order, stock, and track inventory for bar, janitorial, office, and event supplies, ensuring shared office and back-of-house spaces are organized and functional
- Maintain appropriate inventory levels and proactively reorder as needed
- Manage vendor relationships and recurring orders for operational needs (e.g. linens, CO2/gas, bar supplies, team snacks, etc.)
- Manage and track the facility “fix-it” list and coordinate with vendors or staff for completion
- Monitor condition of equipment, tools, décor, and other operational assets; recommend repair, replacement, or new purchases as needed
- Schedule and coordinate cleaning services and ensure quality standards are met, maintaining clean and orderly spaces inside and outside the building

### **Administrative & Team Support**

- Support the Operations Manager with administrative and organizational tasks as directed
- Assist with maintaining operational systems, checklists, and documentation
- Support volunteer coordination through scheduling, communication, and tracking, ensuring volunteers are organized, informed, and ready for events
- Provide general operational support across departments 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.*

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### **Qualifications**

Candidates should be personable, reliable, and comfortable working both independently and as part of a team. This role requires strong organizational skills, attention to detail, and the ability to manage multiple tasks with consistency and follow-through.

The ideal candidate is proactive, solutions-oriented, and takes ownership of their work, someone who notices what needs attention and addresses it without being asked. A strong sense of pride in maintaining clean, organized, and well-functioning spaces is essential.

This role involves hands-on work, including lifting up to 50 pounds and sustained physical activity. A valid driver's license and reliable transportation are required. Experience in operations, facilities, hospitality, or a related field is helpful but not required.

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**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 [lex@crestedbuttearts.org](mailto:lex@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](http://www.crestedbuttearts.org).

**Deadline for Applications:** The position is open until filled, with the first review date on May 15, 2026.

The Center for the Arts will provide reasonable accommodation to qualified applicants with disabilities during the application and hiring process. To request an accommodation, please include your request with your application.