



CRESTED BUTTE CENTER FOR THE ARTS

Event Captain Job Description

Event Captain

FOR INTERNAL HIRE ONLY

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

Hours are primarily evenings, weekends, and peak event periods

Compensation | \$30 per hour

Direct Report | Operations Manager

Position Overview

The Event Captain is responsible for leading day-of event execution at the Center for the Arts, ensuring that all events are delivered smoothly, professionally, and in alignment with the Center's hospitality standards.

This role serves as the on-site leader for events, deploying and managing a team of hourly staff to execute the event plan, or Banquet Event Order (BEO). As directed by the Operations Manager, the Event Captain ensures that staff, spaces, and systems come together to create a safe and enjoyable experience for artists, guests, and partners.

Responsibilities

Event Execution & Leadership

- Serve as the on-site lead during events, responsible for execution of the Banquet Event Order (BEO) prepared by Programming and Operations leadership
- Deploy and manage bar, event, and security staff during events
- Ensure all staff understand their roles and responsibilities and are performing effectively
- Troubleshoot issues in real time and make decisions to keep events running smoothly
- Maintain a high standard of professionalism, organization, hospitality, and guest experience throughout the event

Staff Oversight & Team Management

- Provide clear direction, expectations, and real-time feedback to front-of-house staff
- Hold bar, event, and security staff accountable to performance and service standards
- Support training and development of event staff in collaboration with the Operations Manager
- Ensure staff have the tools, information, and support needed to perform their roles

Venue Readiness & Reset

- Support day-of event setup and theater transitions as needed to prepare for events
- Ensure all event elements are in place prior to doors (staffing, spaces, systems, etc.)
- Oversee post-event breakdown and ensure the venue is reset to zero or prepared for the next event
- Maintain a clean, safe, and organized environment during and after events

Systems & Operational Support

- Utilize various systems and platforms (e.g. Humanitix, Clover) to support front-of-house operations as needed
- Ensure marquee updates and other event-related operational details are completed as assigned in the BEO
- Support basic building operations during events (basic A/V coordination, HVAC settings, etc.) as needed
- Complete event-related reports, notes, or follow-up items as required

Safety, Compliance, & Risk Management

- Ensure all event operations adhere to the Center's safety policies and procedures
- Serve as the on-site Incident Commander during events, responding to emergencies and coordinating with appropriate staff, vendors, and emergency services as needed
- Ensure all staff are operating in compliance with liquor and food service regulations, including proper service, handling, and cleaning protocols
- Monitor staff and guest behavior to proactively address safety, compliance, and risk concerns
- Ensure building is locked and secure following the event
- Document and report any incidents, accidents, or compliance issues in a timely and professional manner

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

Candidates should be personable, confident leaders who can work both independently and as part of a team. This role requires strong communication skills, sound judgment, and the ability to stay calm and effective in fast-paced, high-pressure environments.

The ideal candidate is proactive, solutions-oriented, and comfortable directing teams while holding staff to clear standards of performance and professionalism.

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 event leadership, hospitality, or food and beverage operations is strongly preferred.

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

FOR INTERNAL HIRE ONLY. This is an on-call part-time position starting immediately. Email cover letter and resume with references to lex@crestedbuttearts.org. Please put 'Event Captain' in the subject line. E.O.E. For more information on the Center for the Arts, please visit www.crestedbuttearts.org.

Deadline for Applications: Applications will be reviewed on a rolling basis; we are always looking to grow our Event Captain Team.

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.