

The Vail Jazz Foundation, Inc.
Open Position: Operations Coordinator

Vail Jazz produces summer and winter music festivals and award-winning educational programs serving both the national and local communities.

The Team Culture:

The team at Vail Jazz is a tight group of passionate individuals with a diverse set of experience and interests, working together toward the mission. We depend on each other and are looking for a teammate that shares our commitment to:

- Energized collaboration
- Work hard and have fun
- No job too small

The Job:

The Operations Coordinator role assists the management team with day to day administrative tasks including; bookkeeping, logistics, stakeholder communications, and admissions. During the summer festival, the role expands to on-site activities related to box office and volunteer operational support.

This role reports to the Operations Manager, and is supported by seasonal staff.

Requirements

- 1+ years experience in event planning or project management support.
- 2+ years experience in customer service related field.
- Comfort with various technologies including GoogleApps, Salesforce.com, Microsoft Office, and POS Systems.
- Ability to work evenings and weekends (seasonal)

Skills

- Strong writing, speaking and interpersonal skills to communicate with vendors effectively.
- Organizational skills. Ability to self manage and stay the course.
- Strong work ethic, with flexibility and a hands-on approach to taking on responsibility.

Compensation and Benefits:

- Part-time, up to 32 hours per week
- Hourly pay range: \$20-\$28/hr depending on experience
- Full time employee benefit package available after 90 day assessment.
- Benefits outlined in Employee Handbook linked here.