

INTERNSHIP POSTING 1/04/11: FESTIVALS INC. EVENT OPERATIONS ASSISTANT

HIRE DATE: MAY 2011

GENERAL INFORMATION:

We are currently seeking an Event Operations Assistant with hands on event experience to join our team in a creative and fun office and field environment.

SCHEDULE:

May 9 – June 3: 20 hours per week

June 6 – July 22: 30-40 hours per week

July 25 – August 19: 20 hours per week

Onsite all days of (3) festival weeks

Exact days and hours (other than festival weeks) will be determined by applicant's outside schedule.

COMPENSATION:

Internship is paid with a performance based stipend.

REQUIREMENTS:

Intern must have his or her own vehicle and a basic tool kit.

QUALIFICATIONS:

- 1+ years of event experience
- Proficient in Microsoft Word, Excel, Power Point, Outlook, Adobe Illustrator and Photoshop.
- Strong practical, personal, and administrative skills.

Festivals Inc. is a special events production company based on Seattle's Eastside (Issaquah) and has earned recognition as an industry leader during its 29 years of business. Community events produced by Festivals Inc. attract over 1,000,000 visitors annually. Current events include but are not limited to Bite of Seattle, Taste of Tacoma, OktoberfestNW, Burien Wild Strawberry Festival, Kent Cornucopia Days, GreenNote, Flowmotion Summer Meltdown and Seattle PrideFest. Our development division New Growth Event Solutions is growing rapidly and we have already secured new contracts with ESPN, FSN and The Olympic Broadcasting Organization.

www.newgrowtheventsolutions.com

Responsibilities are as follows,

PRE-EVENT

- Assist Director of Operations and Business Development in acting as a professional and prominent spokesperson for all facets of operations for Festivals Inc. and New Growth Event Solution's productions.
- Negotiate contracts for rental equipment with various vendors, striving for the best quality product for the most competitive pricing.

- Work with Director of Operations to create timeline ensuring all aspects of production are covered, while balancing sponsor and vendor account management.
- Work with the Police, Fire, and Health Departments ensuring that the permitting process is successful.
- Produce up to date, comprehensive maps and forms to gather information for the support of all participants.
- Work closely with event contractors to get the proper utilities to all vendors.
- Interact with all Festivals staff (permanent and temporary) to ensure successful and profitable events.
- Organize and maintain the company warehouse in such a manner to make load in/out more efficient, and maintain current inventory.
- Continually research new products, and seek out better ways to produce our events with the goal of providing a top quality production for vendors and attendees.
- Always be cognizant of costs, and look for ways to reduce overhead without compromising the quality of our events.
- Contract “Supporting Sponsors” for any services that cannot be hired within budget constraints (i.e. portable storage, scene enhancement, etc.)
- Advance show with all vendors to clarify gas and power needs, move in times, and all other operational questionnaire items.
- Update event service orders daily to reflect vendor orders, as well as other operational changes.
- Meet with stagehand union leads and Seattle Center to maximize efficiency in scheduling.
- Perform advance site surveys with vendors and other clients to educate and inform of safety and operational challenges.
- Work with musical talent buyer to create and fulfill production schedules and technical riders.

DURING EVENT

- Assist with all operations during the event, and troubleshoot operational challenges while monitoring radio traffic.
- Establish a working relationship with all security personnel to monitor potential problems before they arise.

- Patrol the venue interacting with vendors and participants, ensuring that all needs are met and everything is in working order.
- Assign specific duties to the “operational crew”, and oversee fulfillment of tasks.
- Monitor all services and vendors to insure performance and quality and make tracking notes of all faulty services for later re-negotiation and overall event improvements.

POST EVENT

- Strike events and restore venues.
- Return all rented equipment and restore all warehouse goods.
- Scrutinize all bills pertaining to operations and correct if necessary.
- Write recaps after each event evaluating all operations. Explore ways to strengthen the weak areas, and devise strategies to improve the overall event.
- Brainstorm new ideas and concepts that may increase revenue.
- Negotiate rates of vendors who do not provide service to Festivals Inc. satisfaction.
- Draft thank you letters to all vendors to create honest dialogue for better service and rates in the future.

Please email your resume to:

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