

CRESTED BUTTE WILDFLOWER FESTIVAL
2024 Lead Festival Assistant *FULL-TIME*

JOB DESCRIPTION:

Under the supervision of the Assistant Director & Director, this fun 120-hour, hands-on internship will run from June-July. This intern will be responsible for assisting with the day-to-day operations of the Festival in the days leading up to, through, and after the Festival (July 12-21, 2024); working roughly 30 hours in June and 90 hours full-time in July. Applicants **MUST** be available full-time July 1-21. Please email a resume and cover letter to Olivia@cbwildflower.com.

Responsibilities include, but are not limited to:

Customer Service (approx. 50 hours):

- Assist in managing and delegating tasks to other Festival interns, volunteers, and Board Members.
- Assist the Customer Care Specialist in answering inquiries and processing registrations via phone/email/in-person.
- Assist Festival guests and instructors to help ensure programs run as smoothly as possible.

Social Media:

- Take pictures in and around the Festival for our photo library.

Merchandising (approx. 40 hours):

- Assist in setting up the Blossom Boutique.
- Manage inventory of the Blossom Boutique during the Festival.
- Assist customers of the Boutique with locating items, payment, gift wrapping, purchases, and answering any questions.

Misc. Festival Duties (approx. 20 hours):

- Assist with Festival set-up and take down.
- Assist with special projects (i.e., Farmers Market, Member Appreciation Party).

Qualifications:

- Sophomore or above university status with a 3.0 GPA or higher.
- Experience with retail, administration, and communications preferred, with a track record of *excellent* organizational, written, and verbal communication skills.
- Experience with Google Sheets or Microsoft Excel.
- Willingness to jump in and take the lead on projects as needed.

Compensation:

- \$1,800 stipend (approx. \$15/hour) with the option of credit hours through Western Colorado University (available to students in nearly every department).
- Additional income potentially available by leading ID hikes/Garden Tours (\$50/event).

Thank you for your interest. We look forward to meeting you!