

CRESTED BUTTE WILDFLOWER FESTIVAL
2025 Festival Assistant

JOB DESCRIPTION:

Under the supervision of the Assistant Director & Director, this fun 70-hour, hands-on internship will run from July 7-20. Intern will be responsible for assisting with the day-to-day operations of the Festival in the days leading up to and through the Festival (July 11-20, 2025), working roughly 30-35 hrs/week. Applicants MUST be available July 7-20 (including weekends). Please email a resume and cover letter to Olivia@cbwildflower.com.

Responsibilities include, but are not limited to:

Customer Service:

- Assist the Lead Festival Assistant in answering inquiries via phone/in-person.
- Assist in organizing event rosters and waivers.
- Assist in managing and delegating tasks to other Festival interns, volunteers, and Board Members.
- Assist Festival guests and instructors in helping to ensure programs run as smoothly as possible.

Merchandising:

- Assist in preparing merchandise for Boutique (wrap posters, assemble notecards, etc.).
- Assist in Blossom Boutique set-up, take-down, and inventory.
- Assist customers of the Boutique with locating items, payment, gift wrapping, purchases, and answering any questions.

Misc. Festival Duties:

- Take pictures in and around the Festival for our photo library.
- Assist with special projects (i.e., Farmers Market, Member Appreciation Party).
- Assist in preparing leader name tags and packets.
- Assist with Festival flyer, sponsor poster, and wholesale merchandise distribution.
- Assist with day-to-day operations, cleaning, and organizing.

Qualifications:

- Sophomore status in college or higher with a 3.0 GPA or above.
- Experience with retail, administration, and communications preferred, with a track record of *excellent* organizational, written, and verbal communication skills.
- Excellence in collaborating with a team.
- Skilled with Microsoft Excel/Google Sheets.
- Demonstrated excellence in creative problem-solving, attention to detail, adaptability, time management, and autonomy.
- Willingness to jump in and take the lead on projects as needed (Farmer's Market, Boutique, etc.).
- Ability and willingness to drive for various errands (preferred but not required).
- Possess a can-do attitude and eagerness to learn and support our mission to advocate for the preservation and appreciation of wildflowers.

Compensation:

- \$1,120 stipend (approx. \$16/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!