

CRESTED BUTTE WILDFLOWER FESTIVAL
2025 Lead Festival Assistant

JOB DESCRIPTION:

Under the supervision of the Assistant Director & Director, this fun 340-hour, hands-on internship will run from May-July. This intern will be responsible for assisting with the day-to-day operations of the Festival (both in-person in Crested Butte and at times remotely) in the days leading up to, through, and after the Festival (July 11-20, 2025); working roughly 30 hours per week May 26 - July 4, and 40 hours July 7-31. Applicants **MUST** be available (including weekends) July 7-20. Please email a resume and cover letter to

Olivia@cbwildflower.com.

Responsibilities include, but are not limited to:

Customer Service:

- Answer inquiries via phone/email/in-person.
- Process registrations, cancellations, and transfers.
- Manage event rosters and waivers.
- Assist in managing and delegating tasks to other Festival interns, volunteers, and Board Members.
- Assist Festival guests and instructors to help ensure programs run as smoothly as possible.

Special Projects:

- Plan & organize the 2025 Garden Tours.
- Plan & organize the 2025 Photo Contest.
- Create, send, and track Member Only Event invites and RSVPs.
- Create, send, and track online post-Festival surveys.
- Prepare leader name tags and packets.
- Design & distribute Festival flyers.
- Assist with Member Party planning.
- Assist with Farmers Market.

Merchandising:

- Pack and ship online merchandise orders (through June).
- Prepare merchandise for Boutique (wrap posters, assemble notecards, etc.).
- Manage 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 press releases to Gunnison Times & CB News.
- Assist with wholesale merchandise orders.
- 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, event planning, 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.
- Experience with or willingness to learn Configio - Event Management Software.
- 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).
- Familiarity with non-profit environments (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:

- \$6,120 stipend (approx. \$18/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!