



SLED ISLAND HOSPITALITY COORDINATOR (CONTRACT)

Dates: June 20-26, 2016 (plus a few hours pre-festival)

Application deadline: May 26, 2016 at 4:00pm MST

POSITION DESCRIPTION

Under the direction of Sled Island's Executive Director and Festival Manager, the Hospitality Coordinator will be responsible for fulfilling all artist hospitality requirements.

RESPONSIBILITIES

- Creating shopping lists and gathering artists' hospitality riders
- Purchasing all required items in a timely and cost-effective manner
- Scheduling deliveries with venues and Festival Manager
- Delivering and preparing food and beverages prior to artist arrival
- Managing inventory and ensuring return of Sled Island utensils

QUALIFICATIONS

- Driver's license required
- Strong organizational skills and attention to detail
- Ability to manage a budget
- Knowledge of dietary restrictions (gluten free, vegan)
- Prior experience in a similar role is an asset

Compensation: \$1,000

HOW TO APPLY

Please send a cover letter and resume to Maud Salvi, Executive Director, Sled Island at hr@sledisland.com. Please include "Hospitality Coordinator" in the subject line.