

The Festival at Sandpoint

Facilities Assistant

Seasonal – Sandpoint, Idaho

Overview

Title: Facilities Assistant (Seasonal, Paid)

Location: Sandpoint, ID (On-Site)

Duration: June 12 - August 9, 2024

Description

Assist in all aspects of Festival at Sandpoint (FAS) facility operations, including the development and implementation of standard operating policy procedures for the Venue. The position has direct responsibility for the day-to-day operation, managing scheduled activities.

As the Festival's Facilities Assistant, your role is pivotal in overseeing the planning, setup, maintenance, and breakdown of various facilities and infrastructure required for a successful summer series. Your responsibilities encompass managing a diverse range of facilities, ensuring their functionality, and coordinating with relevant teams to provide a seamless experience for Festival attendees.

Responsibilities

Pre-Event Planning

- Facilities Inventory
 - Collaborate with FAS Operations Manager to create an inventory of all facilities required, including stages, tents, restrooms, food stalls, and other amenities.
 - Work closely with vendors to ensure timely delivery and setup of facilities.
- Permitting and Compliance
 - Ensure compliance with local regulations and safety standards.

On-Site Management

- Facility Setup
 - Organize the setup of all festival facilities, coordinating with various teams to ensure timely completion.
 - Conduct walkthroughs to verify that all facilities are installed according to specifications.
- Vendor Coordination
 - Serve as the main point of contact for facility vendors.
 - Address any issues or modifications with Manager as required by vendors during the event.
- Staff Supervision
 - Oversee a team of facilities staff responsible for maintaining cleanliness, order, and functionality of facilities throughout the festival.

Event Execution

- Maintenance and Troubleshooting
 - Implement a proactive maintenance plan to address issues promptly and ensure the continuous operation of facilities.
 - Troubleshoot and resolve any facility-related problems as they arise.
- Crowd Flow Management
 - Collaborate with security and crowd control teams to optimize the flow of attendees around festival facilities.
 - Implement measures to prevent overcrowding and ensure a safe environment.
 - Primary site contact for venue departments as assigned.

Post-Event Responsibilities

- Facility Breakdown
 - Supervise the efficient breakdown and removal of festival facilities post-event.
 - Coordinate with vendors for the return or disposal of rented equipment.
- Post-Event Evaluation
 - Collect feedback from facilities staff, vendors, and festival organizers to assess the overall performance of facilities.
 - Provide recommendations for improvements and lessons learned for future events.
 - Monitors operational and event expenses
 - Assists Operations Manager with the preparation of event financial settlement.
 - Provides administrative direction for daily and event custodial operations.

Minimum Qualifications and Requirements

- Two years of experience or equivalent professional experience
- Excellent communication skills (oral and written), interpersonal, organizational and time management skills.
- Ability to work efficiently, prioritize tasks and multi-task.
- Ability to work as a member of a team and collaborate with others outside the venue.
- Ability to interpret and enforce venue policies and procedures.
- Ability to manage daily decision-making authority.
- Knowledge of supervisory best practices and procedures
- Availability to work nights and weekends as needed.

Work Environment and Physical Demands

- Exerting up to 100 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or up to 50 pounds amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, pull, or otherwise move objects, including the human body.
- General office work involves sitting most of the time but may involve walking or standing for brief periods of time.
- The employee in this position must be able to work extended hours, including nights and weekends.