



## Seasonal Event Associate

Are you a music enthusiast with a knack for organization and event coordination? Are you looking for a challenging role that involves a passion for music and giving back to our community? Are you an optimist with a thick skin for deadlines and workloads?

The McDowell Mountain Music Festival is looking for a Seasonal Event Associate to support our Festival Director with day-to-day administrative and event coordination.

### Overview

- Supports Festival Director with administrative duties; reports to Director.
- Seasonal contract effective October 1<sup>st</sup> through April 2<sup>nd</sup>; potential for seasonal renewal based on performance.
- Commitment to 20 hours per week minimum from September 2015 through January 2016.
- Available for an increase in hours to 40 hours per week from January through March 2016.
- Available for after-business-hour assignments; possible weekend assignments.
- Paid seasonal role (\$12 per hour) with the tentative opportunity of seasonal role renewal for 2017, based on performance.

### Responsibilities

- Supports phones during early mornings and afternoons; coordinates messages to respective team members.
- Supports team with data management, such as email list development, form updates and ticket packages.
- Reviews weekly website content for quality and edits submissions.
- Assists in organizing and executing two Fall and Winter events leading up to Festival.
- Acts as liaison between Festival and Roosevelt Row; organizes awareness and participation.
- Provides support onsite during Festival dates (March 11-13, 2016).
- Researches and promotes Festival dates across various event websites.
- Assists in managing grass root street team.
- Supports marketing team with updates to event calendar, tickets packages, distribution of flyers and posters and merchandise orders as needed.
- Assists in maintaining sponsorship database.
- Provides general administrative support as needed.

### Requirements

- Exceptionally organized, self-managed and proactive.
- Proficient in Microsoft Suite: Word, Excel and Outlook.
- Strong verbal and written communication skills.



### **Submit Your Resume**

- Submit your resume to [Cynthia.gemberling@scottsdalecc.edu](mailto:Cynthia.gemberling@scottsdalecc.edu) for consideration. Resume must include a cover letter detailing why you are the right fit for the role. Please include details regarding your social media experience (e.g. your social media footprint, courses completed, channels currently leveraged, etc.).

### **About the McDowell Mountain Music Festival (MMMMF)**

The McDowell Mountain Music Festival, Arizona's musical and cultural destination, is celebrating its 13th year since its inception in 2004. Headline performers have included Widespread Panic, Passion Pit, Thievery Corporation, Phantogram, David Crosby, The Black Crowes, Grace Potter and the Nocturnals, Blues Travelers, Ben Harper, Slightly Stoopid, Michael Franti, The Shins, The Roots, and Umphrey's McGee.

The McDowell Mountain Music Festival is the only 100% non-profit 501(c) (3) Music Festival in Arizona. All of the proceeds from the Festival will benefit two local, family-based non-profits: Phoenix Children's Hospital Foundation and UMOM New Day Center. Visit [www.mmmf.com](http://www.mmmf.com) to learn more.