



The City of Livingston is looking for a part-time Summerfest Assistant. Wage is \$7.25/hour. For more information, visit www.livingstonmontana.org , stop by the City Office at 414 E. Callender, or contact Robyn Keyes, HR Associate, at 406-823-6001 or rkeyes@livingstonmontana.org.

Application review begins September 13th, 2010.

Submit general application to:

City of Livingston
Attn: HR Associate
414 E. Callender
Livingston, MT 59047

View following page for position description.

**CITY OF LIVINGSTON
POSITION DESCRIPTION
AUGUST 2010**

POSITION: Summerfest Assistant

DEPARTMENT: Parks

ACCOUNTABLE TO: Assistant Public Works Director

SUMMARY OF WORK: Under general supervision, this person, as part of the Livingston Summerfest team, will help organize, implement, and manage Summerfest, helping the director coordinate all aspects of the annual music festival held the 3rd weekend in July each year. This person is an enthusiastic, organized, self-motivated person and must also be able to work well and follow the direction of the City Manager, Assistant Public Works Director, and the Summerfest Director.

JOB CHARACTERISTICS:

Nature of Work: This position performs duties that require attention to detail, timeliness, accuracy, and communication skills. Work is usually performed in an office setting during normal business hours, with the possibility of weekends and evenings, and hours increasing in weeks prior to, during, and directly after Summerfest.

Personal Contacts: This position has frequent contact with the general public, bands, vendors, and others who participate in Summerfest, and daily contact with fellow employees, department heads, and supervisors, via the telephone, email, memo, or in the form of face-to-face conversations.

Supervision Received: Position is supervised by the Assistant Public Works Director; and receives daily assignments/instruction from the Summerfest Director.

Essential Functions: This position requires the ability to: communicate orally and in writing; follow instructions; complete tasks with minimal supervision; operate a computer and other office machines; use judgment to select from multiple alternatives that have significant impact on Summerfest; advertise and market; fundraise; recruit and hire bands; manage volunteers; be fiscally responsible; and schedule and reserve all needed equipment and services for Summerfest.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Assists Summerfest Director with various scheduling and logistical responsibilities, including, but not limited to:
 - Contracting with bands.
 - Arranging vendors for display and sale booths.
 - Arranging for equipment rentals.
 - Donor relations and other fundraising efforts.
- Performs necessary communication with external and internal parties involved in Summerfest; via email, telephone, letter, memo, press release, etc.
- Manages Summerfest volunteers.
- Sets agendas for Summerfest Committee meetings and develops minutes from those meetings.
- Performs other related duties as required.

JOB REQUIREMENTS:

Knowledge: This position requires knowledge of: general word processing and computer skills; scheduling; basic bookkeeping; and

Skills: This position requires skills in the use of: general office machinery, such as computers, telephone systems, and copy machines; planning; organizing; and scheduling.

Abilities: This position requires the ability to: communicate effectively verbally and in writing; follow verbal and written instructions; keep accurate records; handle stressful situations; and establish effective working relationships with fellow employees, supervisors, vendors, bands, and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- High school diploma or equivalent.
- Experience in dealing with the public.
- Experience with contracts is preferred.
- Fundraising and event planning experience is preferred.
- Managerial skills are a plus, but not required.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily on performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Observes work hours.
- Demonstrates punctuality.
- Maintains accurate records.
- Competently answers emails/phone calls and responds appropriately.
- Deals tactfully and courteously with the public, vendors, bands, volunteers, and co-workers.
- Capably oversees equipment rental.
- Completes all necessary paperwork for band hiring and vendor booth rental.
- Maintains accurate minutes of Summerfest Committee meetings and prepares agendas for those meetings in a timely manner.