



POSITION TITLE: Rooftop Rodeo Coordinator (Remote Part time Contract)
REPORTS TO: Director of Events & Visitor Services, Town of Estes Park

JOB OVERVIEW: Serves as the overall point of contact for the Rooftop Rodeo including the volunteer pool. Ensures all objectives and essential duties are met for the overall success of the annual Rooftop Rodeo.

ESSENTIAL DUTIES:

1. Facilitates development of organizational structure of “business units” and delegation of tasks within the volunteer pool.
2. Ensures objectives are met for specific areas of production of the Rooftop Rodeo, including, but not limited to marketing and advertising, ticketing, stage production (Pre-show, Sponsor Flags, Mutton Bustin, etc.), security, ushering, sponsorship/fulfillment, hospitality, visiting committees, contestant outreach, overnight stalls and camping among others.
3. Provides direction and facilitates collaboration with the Stock Contractor and the Town of Estes Park to ensure successful execution of goals.
4. Supports all volunteers and leads in recruitment and maintenance of their rosters.
5. Maintains the volunteer database – ensuring data integrity and functionality and assists volunteers with related questions and tasks.
6. Ability to develop and maintain a multi-tier budget
7. Ability to stay current with new national rodeo trends and determine/make recommendations for the Rooftop Rodeo
8. Ability to make presentations to service groups, user groups, conventions, etc.
9. Ability to develop social media campaigns and coordinate with others (ie. Visit Estes Park)
10. Performs other duties as required.

EDUCATION:

Bachelor’s Degree preferred.

EXPERIENCE:

Must have at least three (3) years of administrative experience or closely related experience. Rodeo knowledge and experience with its production is highly desirable. Previous experience working with volunteers is preferred.

SKILLS:

Must have the following skills and/or abilities:

- Excellent interpersonal and Superior communication skills (both written and oral), with ability to interact effectively with volunteers and work efficiently with people at all levels in an organization.

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Strong knowledge of organizing meetings, processing applications, payments and reports.
- Ability to read and interpret documents such as internal SOPs, operating and maintenance instructions, and procedure manuals.
- Basic computer and keyboard skills which includes MS Word and Excel, ten-key number pad or calculator by touch.

PHYSICAL/OTHER REQUIREMENTS:

- Continuously sits or stands for 4–8 hours within a given day while operating a computer.
- Constant use of fingers and hands when handling office tools and operating a computer or other office machinery, such as a ten-key number pad or calculator, copy machine, and computer printer.
- Hears average or normal conversations and receives ordinary information through verbal communications.
- Average, ordinary visual acuity necessary to prepare or inspect documents or products, or operate a computer or other office machinery.
- Frequently lifts, transfers, or moves up to 15 lbs. of office supplies, files, folders, or other similar items on a daily basis.
- Occasionally moves about, push/pull, climb, stoop, kneel, and/or ascend/descend stairs to gather or deliver items such as documents; access or troubleshoot office machinery (copy machine, computer printer, and the like); attend training sessions; meet with co-workers; and/or perform related duties.
- Physical dexterity sufficient to use hands, arms, and shoulders repetitively to operate a keyboard and other office equipment, use a telephone, access file cabinets and other items stored at various levels, including overhead.
- Ability to speak and hear well enough to communicate clearly and understandably with sufficient volume to ensure an accurate exchange of information in normal conversational distance, over the telephone, and in a group setting.

WORKING CONDITIONS:

- During peak seasons, work schedules will be extended to support events as required, which will include some evenings and weekends, and 7 days per week during the annual Rooftop Rodeo.
- During events, the work setting will be located on the event site with possible exposure to animals, dust, elevated noise levels, weather elements, crowds, and equipment. Event management will require a large amount of walking and physical exertion.
- During non-event times, the work setting is a traditional office environment or remote with no hazardous or significantly unpleasant conditions.

CONCEPTUAL/INTELLECTUAL ACTIVITIES AND OTHER REQUIREMENTS:

- Ability to act and operate independently with minimal daily direction from the Director of Events and Visitor Services to accomplish goals
- Ability to work cooperatively and collaboratively with all levels of employees, management, and volunteers.
- Frequently convey detailed or important instructions or ideas accurately, clearly, and/or quickly.
- Understand, remember, follow, and exchange basic instructions, information, and guidelines.
- Organize thoughts and ideas into understandable terminology.
- Dependable attendance and punctuality are necessary to perform the essential job duties.
- Available to work occasional long hours when necessary to reach goals (including evenings and weekends as required).
- Mental acuity sufficient to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Ability to communicate in a clear, friendly, professional and proactive manner.

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Additionally, this document does not create an employment contract, implied or otherwise.