



JOB DESCRIPTION

A. Job Title: Site Operations Director

B. Description of Independent Contractor:

- Reports to: Luke Comer, owner / producer. Works with Arise project manager as needed.
- Oversees and manages: Site Operations at ARISE Music Festival on Memorial Day Weekend 2022.

C. Duties & Deliverables:

- Coordinate with the Arise producer and team:
 - Learn the Arise project management system
 - Meet, coordinate and plan with the producer. Review Autocad
 - Finalize Site and Operations plan with the producer
- Plan, map and execute placement of resources such as tents, generators, fencing, lighting, signage, parking, porta potties, hand sanitation stations, etc. with input from appropriate sources
- Order rental equipment based on needs of event site, and the asset advances from various departments. Arise staff also handles many of the rentals.
- Oversee the Site Operations team, Site Lighting, Parking, Gates, Camping, etc. to execute all infrastructure related needs of the event.
- Ensure that the Sanitation Team, Security Team, Medical Team and Vendors are placed and operating on the event site
- Oversee all heavy equipment
- Manage all structural, electric and logistic functions of the event
 - Execute various Event Run of Show tasks such as generators being filled, propane tanks being transported, power running and being turned off appropriately, and other miscellaneous tasks that arise or per request of other department leads
- Direct the Site Operations Team and Site Operation Volunteers
- Ensure a thorough and on time breakdown of all assets, returning certain assets to appropriate vendors and re-inventorying and uninstalling materials used on site



D. Time Commitment (Estimated and subject to change)

- Onboard as soon as possible.
- Review autocad and visit site with producer after onboarding.
- Work with Arise team to assure all rentals are underway.
- Communicate with producer and Arise staff on regular schedule.
- Onsite at ARISE Music Festival 2022
- Contract closes at the end of June 2022

E. Skills and Experience

- Basic electrical and mechanical knowledge.
- Production experience preferred but not required

F. Compensation: In consideration for the Contractor's engagement(s) as provided herein, ARISE shall pay Contractor the total amount of \$10,000 – \$12,000, dependent on experience.

ARISE VALUES

MISSION STATEMENT

Independently owned and operated from its headquarters in Boulder, Colorado, Arise Music Festival creates exciting, soulful and meaningful experiences for our participants through music, art and other modalities. We feature multiple genres of music including jam, EDM, rock, bluegrass, funk and reggae, as well as art, dance, yoga, theater, workshops and speakers. Arise strives to inspire all our participants to care for themselves, their community and nature.

WORK VALUES

3C: Competence. Care. Customer.

We at Arise express competence in our work, care for our coworkers and community while providing our customers with the best experience possible.



To apply for the open position of Site Operations Director with ARISE Music Festival, please email your resume, short cover letter and any references to connect@arisefestival.com.