



MOAB MUSIC FESTIVAL

music in concert with the landscape™

OPERATIONS MANAGER

- CLASSIFICATION:** Part-time, year-round. Flexibility and willingness to work long hours during festival events. Primary events take place during February (Winterlude) and August-September (Annual Festival).
- COMPENSATION:** \$23-25/hour depending on experience; qualifies for overtime. Paid time off is available.
- LOCATION:** Onsite in Moab during Festival events, with the option of a hybrid in-person/remote work schedule during the off-season, at the discretion of the Executive Director.
- REPORTS TO:** Executive Director, Mette Bryndum.
- HOW TO APPLY:** Please submit a current resume, cover letter, and contact information for three professional references to jobs@moabmusicfest.org. Please include the job title in the subject line.
- PROCESS:** Applications are due November 2, 2025. First round of interviews will be held mid-November 2025.

ABOUT MOAB MUSIC FESTIVAL

Moab Music Festival is a 501(c)3 non-profit organization that presents an award-winning chamber music festival, under the tagline *music in concert with the landscape*®. Our mission is to connect music, the landscape, and people through world-class, innovative music events and education. The annual fall festival is held at a variety of venues, mostly outdoors, and requires an appreciation of nature and outdoor life, as well as chamber music. The annual winter festival, Winterlude, focuses on education and engagement of the local community through guest artist performances and workshops.

The festival has a small and dedicated group of year-round staff, mostly situated in Moab with some remote colleagues. We are passionate about live events and bringing music and music education to the community in Moab.

Moab Music Festival is proud to be an Equal Opportunity Employer.

ABOUT THE POSITION

The Operations Manager is primarily responsible for the operational planning, logistics, crew staffing, and vendors of the annual Moab Music Festival, Winterlude Festival, and other events as needed. We are looking for a detail-oriented and organized team player with strong communication skills.

It's important that you have passion for, and experience with, live outdoor event management, as well as the ability to troubleshoot challenges as they arise. For most of the year, this role focuses on planning and coordination of events and concerts. During the festivals, the Operations Manager is onsite directing logistical and technical requirements to ensure a safe and high-quality patron experience while managing day-to-day festival operations and crew. The Operations manager collaborates closely with all staff, most notably the Festival Manager and Artistic Administrator.

The responsibilities of this position are exceptional among music festivals, making it one of the most unique operations jobs in the country.



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ESSENTIAL JOB RESPONSIBILITIES

Event production and management

- Plan, coordinate, and execute operational logistics including setup of stage, piano, music stands, chairs, shade structures, ticket and merchandise booths, banners and signage, parking and sanitation.
- Preparation of light and sound for venues, including coordination with external providers, rental companies, and the use of the festival's own equipment.
- Crowd management and safety.
- Act as the on-site problem-solving point of contact for operational issues.

Planning and logistics

- Execute Memorandum of Understandings with vendors, piano technicians, sound providers, and community partners, in communication with Festival Manager and Artistic Administrator.
- Develop operational plans and schedules, including implementation of instrument flow.
- Parking and patron shuttle planning and management.
- Ensure all operational resources, equipment, and supplies are maintained and available as needed. Facilitate new equipment purchases.
- Radio communications management.
- Build and manage the operational budget, including rentals, crew cost and equipment maintenance.
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Leadership and communication

- Communicate with year-round staff, outfitters, vendors and seasonal hires.
- Hire, train, and supervise 10+ crew members, backline technician, and sound engineer.
- Schedule crew and piano technician hours.
- Build a positive team dynamic with seasonal crew and year-round staff.
- Evaluate post-event operations together with staff and identify areas for improvement.

REQUIREMENTS AND PROFICIENCIES

- Experience with the production of live events, preferably music and/or performing arts, as well as managing outdoor venues.
- Knowledge of stage light and sound, as well as fulfilling technical riders, placing backline orders, and communicating with incoming crew.
- Must be able to create and manage a budget for all operational costs.
- Excellent problem-solving and decision-making abilities.

You will also demonstrate the ability to:

- Work independently and have a proven track record of meeting deadlines and managing multiple priorities.
- Successfully lead a small team in a fast-paced environment.
- Communicate professionally with all stakeholders.

The right candidate holds, or is willing to obtain, a Wilderness Responder certification during the first year of employment. It's an advantage if you have technical certifications and/or a bachelor's degree.

PHYSICAL REQUIREMENTS

Work is performed in an office environment 50% of the time and requires familiarity with Microsoft 365 or similar. You must have a driver's license and be comfortable with driving large vehicles with trailers and other equipment. During the festival, the Operations Manager must wear protective shoes while working outside in the heat, sandy and rocky terrain. You must be able to lift a minimum of 50 lbs. and maneuver large, cumbersome equipment.