



ROCKYRIDGE.ORG
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SUMMER JOB VACANCY ANNOUNCEMENT

- Position Title:** Summer Office Assistant
- Reports To:** Megan Quilliam, Assistant Director
- Job Location:** Rocky Ridge Music Summer Campus, 465 Longs Peak Rd, Estes Park, CO 80517
- Primary Duties:** The Office Assistant will provide support for Rocky Ridge's summer residential music programs in the following areas: communications, box office, concerts/events, merchandise and canteen sales, hospitality, facility scheduling, music library management, and general office work.
- Other Duties:** Assist the Rocky Ridge management team, faculty, volunteers, and summer staff as needed.
- Dates:** May 23, 2022 to August 15, 2022 (somewhat flexible).
- Compensation:** \$15.00 (fifteen dollars) per hour, full-time non-exempt position.
- Additional Benefits:** Room and board negotiable for employees 18 years or older, free admission for Rocky Ridge concerts, events, master classes and recreation activities when duties allow.
- Required Skills:** Must be proficient on Microsoft Excel/Google Sheets. Must be trustworthy and discrete regarding confidential and personal information. Excellent oral and written communication skills. Able to follow direction and learn quickly. Strong ability to adapt and multitask. Team player and "can-do" spirit. Experience in stage management. Familiarity with classical music required.
- Preferred Skills:** Proficiency in use of Canva or similar design software. Knowledge of live-streaming technology and process. Experience in residential summer music program setting. Experience working with students age 10 to adults. Vehicle and license to drive preferred but not required.
- Physical Demands:** Ability to safely and properly operate business equipment. Manual dexterity to utilize computer and other office equipment. Ability to lift and carry 25 pounds. To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform essential job functions.
- Other:** As a residential summer program, Rocky Ridge Music maintains a strict alcohol and drug policy. Participation in anti-sexual harassment training webinar and background check are required. Appropriate attire required for safety. CPR, AED, and First Aid training is highly recommended.
- Rocky Ridge Music is an Equal Employment Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran's status or any other status protected by local, state or federal law.
- How to Apply:** Send résumé, cover letter, and 3 references to Megan Quilliam, Assistant Director, RRMC@RockyRidge.org.

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TAKING MUSICAL EXCELLENCE TO NEW HEIGHTS, ONE STUDENT AT A TIME.