

**TITLE:**

Louisville Street Faire Operations Manager

**SUBMITTAL REQUIREMENTS**

If interested, please submit a resume and cover letter to City of Louisville Human Resources by January 11<sup>th</sup>, 2016:

**Email**

[jobs@louisvilleco.gov](mailto:jobs@louisvilleco.gov)

**Mail or in-person**

Louisville City Hall  
Attn: Human Resources  
749 Main Street  
Louisville, CO 80027

Questions should be directed to Mark Zaremba via email at [mark@gozaremba.com](mailto:mark@gozaremba.com).

**SUMMARY:**

The Downtown Business Association is contracting for a Street Faire Operations Manager to manage, coordinate, and operate services for the annual 7 Friday-night Street Faire program in downtown Louisville. This position will operate under the direction of the Street Faire Committee to implement the popular summer concert series. This is a contract position for approximately 8 to 9 months out of each year. This person must attend all seven weeks of the Street Faire on Friday nights during June, July, and August. Compensation is \$40,000 to \$50,000 depending on experience.

**DUTIES OF THE POSITION:**

- Responsible for overseeing the event management, planning, communication and onsite logistics of the Louisville Street Faire
- Coordinates with other contracted personnel related to operation of the Street Faire.
- Interfaces with city, police, fire and other necessary agencies prior to and during special events permitting process.
- Interfaces with city staff and other agencies during the faire season and during each week prior to the faire and on days of show.
- Attends meetings as necessary to facilitate faire production and to troubleshoot issues arising during faire season.
- Completes applications for special events permit and liquor license and resolves any permitting issues.
- Handles accounting, management and security of all cash and ensures accurate and honest deposits to bank each faire night.
- Tracks expenses, understands budget implications of all decisions, reports to the Street Faire Committee, and ensures event expenses stay within budget

- Drafts contracts, coordinates, and manages vendors including, but not limited to:
  - Alcohol Vendors
  - Refrigeration Truck
  - Tent Contractor
  - Restroom Vendor
  - Supplies Vendors (cups, ice, etc.)
  - Trash Removal Vendor
  - Zero Waste products
- Coordinates traffic control and supervision, other than as handled by police on day of show.
- Overall Street Faire management and day of show duties including;
  - Setup, takedown, and storage for each faire,
  - Large banner hanging and takedown with contractor Allen Hahn or others
  - Obtain and maintain insurance coverage for the Louisville Downtown Business Association and the Street Faire.
  - Hanging and removal of smaller banners
  - Storage of materials prior to first faire and during each week prior to each faire
  - Staging of barricades, no parking signs, and other banners
- Orders and coordinates supply of cups, trash and porta potties.
- Recruit and manage volunteers or local resources to help staff event as needed. Coordinates, schedules, manage and rewards volunteers, including scheduling TIPs (alcohol training) classes and certifications.
- Maintain proper documentation of agreements and decisions related to implementation of the Street Faire.
- Create “Standard of Procedure” guidelines tracking timelines, deadlines, vendor information, etc.
- Coordinate VIP area, including arranging for catering, tables, chairs and tent set-up.
- Work with the City on emergency preparedness plan, particularly for responses to weather and other unexpected events.
- Report the need for Steinbaugh maintenance and repair to the Street Faire Committee and the City.
- Monitor the bike corral
- Accept and record complaints. Report complaints and solutions to the Street Faire Committee and City, as appropriate.
- Consult with the City concerning the shuttle service and pick up and drop off locations.
- Handle or refer relations with the press.
- Coordinate activities as needed with the Street Faire marketing director
- Arrange for meals for volunteers and staff
- Maintain cordial relationships with the Louisville Public Library
- Maintain cordial relationships with area residents
- Inform the City of any parking issues that may arise concerning the Street Faire

- Meet with the police, fire and medical personnel following each week of the Faire to discuss matters of mutual interest
- Supervise all paid youth staff and report all payments made to them
- Notify law enforcement and medical personnel of any incidents that come to the manager's attention
- Oversee clean-up of the site after the Faire and coordinate as necessary with the Saturday morning Farmer's Market on any clean-up or take down issues.
- Supervise the acquisition, operation, maintenance, repair, cleaning, and storing of all kegerators and margarita machines.
- Other related duties and responsibilities as assigned.

**Other Additional Duties:**

- Coordinate VIP area, including arranging for catering, tables, chairs and tent set-up.
- Work with the City on emergency preparedness plan, particularly for responses to weather and other unexpected events.
- Report the need for Steinbaugh maintenance and repair to the Street Faire Committee and the City.
- Monitor the bike corral
- Accept and record complaints. Report complaints and solutions to the Street Faire Committee and City, as appropriate.
- Consult with the City concerning the shuttle service and pick up and drop off locations.
- Coordinate activities as needed with the Street Faire marketing director
- Arrange for meals for volunteers and staff
- Maintain cordial relationships with the Louisville Public Library
- Maintain cordial relationships with area residents
- Inform the City of any parking issues that may be brought to the Manager's attention concerning the Street Faire
- Meet with the police, fire and medical personnel during the Faire as needed and following each week of the Faire to discuss matters of mutual interest
- Supervise all paid youth staff and report all payments made to them
- Notify law enforcement and medical personnel of any incidents that come to the manager's attention
- Oversee clean-up of the site after the Faire and coordinate as necessary with the Saturday morning Farmer's Market on any clean-up or take down issues.
- Supervise the acquisition, operation, maintenance, repair, cleaning, and storing of all kegerators and margarita machines.

**EDUCATION, TRAINING, AND EXPERIENCE:**

Strong event management experience for large scale events.

Prefer 3 years' experience organizing large scale special events and project management.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Strong project management ability.
- Excellent communication skills.
- Highly detail-oriented and adept at maneuvering between multiple projects seamlessly.
- Demonstrate strong interpersonal skills; understand importance of listening, managing relationships and dealing with conflict.
- Comfortable working with a variety of people including Vendors, City Staff, Street Faire Committee, Downtown Business Association, Emergency Medical Personnel, Police & Fire Departments, Parking Ambassadors, and citizen volunteers.
- Excellent customer service. Act with a high level of integrity and take responsibility for words and actions.

## **PHYSICAL REQUIREMENTS OF THE JOB:**

Ability to perform a wide range of physical and manual tasks in an indoor and outdoor environment under a variety of weather conditions including lifting up to 50lbs. Loading and unloading trucks. Set up tables and chairs. Physical ability to stand, walk, kneel and climb ladders; hand/eye coordination; personal computer and office equipment; vision for reading, recording and interpreting information; speech communication and hearing to maintain communication with employees and the public. Position requires the use of a cellular phone.

## **WORK ENVIRONMENT:**

Works in both indoor and outdoor environments that are oftentimes impacted by weather and at times, unpredictable conditions.

## **CONTRACTOR POSITION**

This position is an independent contractor for the Downtown Business Association (DBA) and is not an employee of the DBA or the City of Louisville. As an independent contractor, the Contractor is not entitled to unemployment insurance benefits unless unemployment compensation is provided by the Contractor, the Contractor is obligated to pay all federal and state income tax on any and all moneys paid pursuant to this Agreement.

The Contractor agrees to procure and maintain the policies of insurance set forth in this section. Such insurance shall be procured and maintained at Contractor's expense. The Contractor shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to this Agreement by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types. The coverages required below shall be procured and maintained with forms and insurers acceptable to the City and the DBA for the duration of the term of this Agreement. The required coverages are:

- Workers' compensation insurance to cover obligations imposed by the Workers' Compensation Act of Colorado and any other applicable laws for any employee engaged in the performance of work under this contract. Evidence of qualified exemption or self-insured status may be substituted.
- Contractor's own automobile liability and physical damage insurance for any vehicle used in performing service for the City or the DBA, in amounts not less than prescribed by Colorado law (currently \$25,000 per person/\$50,000 per accident bodily injury and \$15,000 per accident property damage).

The Contractor's automobile insurance shall be endorsed to include the City and the DBA, and their respective elected and appointed officers and employees, as additional insureds, unless the City, the DBA and their respective officers, in its sole discretion waives such requirement. Every policy required above shall be primary insurance, and any insurance carried by the City and the DBA, its officers, or its employees, shall be excess and not contributory insurance to that provided by the Contractor. Such policies shall contain a severability of interests provision. The Contractor shall be solely responsible for any deductible losses under the required policies.

Certificates of insurance shall be provided by the Contractor as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect, and shall be subject to review and approval by the City and the DBA. No required coverage shall be cancelled, terminated or materially changed until at least 30 days prior written notice has been given to the City. The City and the DBA reserve the right to request and receive a certified copy of any policy and any endorsement thereto.

Contractor agrees to indemnify and hold harmless the City, the DBA and their respective officers, employees, and insurers, from and against all liability, claims and demands, which are incurred, made or brought by any person or entity, on account of damage, loss, or injury, including without limitation, claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind whatsoever, which arise out of or are in any way connected with any act, omission, or representation of Contractor or its subcontractors, agents, or employees. The foregoing obligation shall not apply to the extent said liability, claim or demand results from any acts or omissions of officers or employees of the City or the DBA as applicable or conformance with requirements imposed by the City or the DBA as applicable.