

## **Festival Assistant**

### **General Job Description**

Hudson River Sloop Clearwater Inc. is a leading environmental and educational organization in New York's Hudson Valley founded by folk musician and activist, Pete Seeger.

The Festival Assistant position will coordinate many aspects of production of the Great Hudson River Revival in June 2017. The candidate will work closely with the Festival Director, Revival Planning Committee, Vendors, Performers, Volunteers and Clearwater Staff.

### **Qualifications and Skills**

- Previous experience in event planning preferred
- Proficient in Microsoft Office, Google Docs, Photoshop and social media platforms
- Strong organizational skills and ability to multi-task
- Cheerful presence and people skills
- Self starter who can work independently and with the Revival Planning Committee
- Skilled in establishing priority and managing workload
- College degree required
- Passion for the environment!

### **Key Responsibilities**

Administration and logistics in the following areas:

- Performer logistics
- Festival Vendors
- RV Camping Reservations
- Festival Reception area
- Festival Volunteer Management

### **Compensation and Hours**

This will be a seasonal position at the Clearwater office in Beacon, NY from December through June with the possibility of an extended contract. Attendance at weekend events and evening RPC meetings will be required.

Apply by email with a cover letter and resume to [Amy@clearwater.org](mailto:Amy@clearwater.org) with the subject line "Festival Assistant."