**Clearwater Festival Administrator**

The Clearwater Festival (aka The Great Hudson River Revival) is the country’s oldest and largest music and environmental festival, bringing together major musical acts and Clearwater’s own brand of green activism for a unique weekend every June. Clearwater Festival 2019, which will take place on June 15 and 16, on the banks of the Hudson River at beautiful Croton Point Park, Croton-On-Hudson, NY is seeking an experienced Festival Administrator.

The Festival Administrator is a seasonal position (March 2019-June 2019) and will work out of the Clearwater office located at 724 Wolcott Ave, Beacon, NY 12508. This position reports to the Festival Director and works collaboratively with the Clearwater staff and Revival Planning Committee (RPC).

The hours for this position are Monday – Friday from 9:00 am – 5:00 pm from March thru June 2019.

The Festival Administrator will manage the following:

·   Operations

* + Assist with logistical support, contracting, payment, and oversight of festival vendors, festival staff and volunteers for stage and festival production.
  + Attend meetings and implement licensing and permitting with county/municipal/state agencies.
  + Attend meetings and work collaboratively to coordinate site needs including tents, porta-johns, electric, tables, chairs, shuttle buses, phone systems, two way radios, water, etc., with Festival Director, Site Crew, Production team, Clearwater Staff, and the Revival Planning Committee (RPC).
  + Work collaboratively and attend meetings with festival coordinators to identify and implement site plan and layout, workflow and timelines, logistics, infrastructure, setup and break down of the festival.

·   Vendor, Exhibitor, Volunteer

o   Work closely with Volunteer Coordinator and Festival Director to identify and manage the support needs of festival volunteers, including food, camping, reception and tee shirts.

o   Oversee the administration, coordination, selection, site logistics and administration of vendors and exhibitors.

o   Provide administrative support to Revival Planning Committee (RPC) coordinators for vendor/exhibitor payments, vendor applications and vendor contracts.

o   Supervise and administer RV camping reservations.

o   Lead development and management of Green Living Expo.

·   Programming and Stage Production

* + Work closely with Festival Director to determine budget for and supervise booking and programming of Family Stage, Story Grove, Sloop Stage, Circle of Song, and other performers.
  + Work with Festival Director to manage and coordinate programming and performer logistics and administration, including negotiations, contracting and assisting with performer technical requirements, merchandise, and hospitality.
  + Work with Festival Director to contract and engage all performers, production, equipment, consultants, temporary administrative personnel, site and stage crew as needed and budgeted.

·   Program Book

* + Work with Festival Director to contract with Program Book publisher, designer, and ad sales team.
  + Determine production timeline, edit and provide editorial content, monitor deadlines, direct final copy to publisher/editor, review final proofs, and confirm delivery of Festival Program Book.

·   Website

* + Work with Festival Director, web designer, to create and edit festival website content.

Qualifications

·         The ideal candidate will have first-hand experience of Clearwater’s annual music festival and unique culture.

·         The candidate should have at least 5 years’ experience in event planning, specifically with management of vendors and exhibitors.

·         Has at least 3 years of administrative experience.

·         Is detail oriented and a strong multi-tasker.

·         Works well collaboratively and also independently against deadlines.

·         Must be available June 14, 15 and 16th for on-site support at the Clearwater Festival.

Interested candidates may submit a cover letter and resume to [erin@clearwater.org](mailto:erin@clearwater.org) before March 15th.