

Environmental Art - Administrative Assistant

Forget what you know about music festivals, we're shifting the paradigm and have started something new. KAABOO is the next step of evolution for live music events around the world. Aimed at indulging all five senses, we are setting the bar higher for artists, foodies, patrons and any who just wants to hang loose. Where every detail is designed for your enjoyment and clean, comfortable amenities inspire you to break from your busy life, to dance until your feet hurt, eat until your stomachs are full, or laugh out loud, KAABOO is a welcomed escape. At our core, we are a team driven by doers and achievers striving to improve and amplify the entertainment scene for adults.

We are currently seeking an Administrative Assistant to support the Art Director of KAABOO. The primary role is supporting the Director with creating and managing budgets, budget requests and forms as required by accounting, managing the signage for each event, assisting with contracts, as well as supporting some limited graphic design needs for the company. This position has a lot of interaction with Visual Artists, Muralists and Installation Artists, so artist management history is a plus. This is a full time position and can be done remotely, however travel to events and site visits will be required.

Responsibilities:

- Assist with managing budgets, budget requests and forms required by accounting
- Manage the signage process
- Assist with advancing necessary supplies and equipment for artists and the Artwork department
- Assist with staffing, including sourcing staff, paperwork, creating credential requests, and approving payroll as needed
- Assist with travel arrangements, ensure travel coordinator has accurate information for departmental team and artists travel
- Work closely with accounting to ensure artist payments are made accurately and in a timely manner
- Work with the legal department to ensure all contracts are created, accurate and fully executed
- Support the Director with some graphic design work, primarily for signage.
- While on site for each event, provide overall support to the team as needed, including but not limited to, working with artists and load-in/load-out needs, staffing, credentials, keeping up with accounting for final payments and art sales, and overall support as needed
- Other administrative support responsibilities as needed

Requirements:

- Familiar with Microsoft products including Excel, Word, SharePoint
- Mid level experience in Adobe Photoshop, Illustrator, and Acrobat
- Strong communication skills, Quick to respond, with flexible work hours

- Must be a self-starter with a strong sense of working independently
- Ability to travel for events (approximately 25% nationally and internationally)
- Experience organizing and communicating for events
- Design or Installation experience preferred