

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 a part-time Environmental Design Project Administrator to join the KAABOO team. You are our ideal candidate if you have a minimum of 5 years experience in an administrative support position in addition to supporting more than one manager. You will be successful in this position if you are a self-starter, highly organized and proactive to drive the team to meet deadlines.

This is a part-time position based in Greenwood Village, CO.

Visit [www.kaaboolc.com](http://www.kaaboolc.com) for more information.

**Responsibilities:**

- Design Management
  - Work with Managers to input budget information and update spreadsheets
  - Assist with inter-department meetings, set up WebEx and take notes as needed
  - Maintain staffing spreadsheet coordination/calendar
- Vendor Management
  - Work with vendor to facilitate answering questions or obtaining additional information
  - Oversees Vendors to include advancements and paperwork for insurance, tax forms and permits
  - Liaison between Accounting and Vendors as it relates to invoices, payment schedules, etc.
- Artist Management
  - Work closely with artists regarding schedule, hotel and transportation needs, equipment advancement/supplies
  - Work with accounting and artists to ensure all documentation/payments are accurate and complete
- Signage Management
  - Coordinates deadlines as it relates to signage needs
  - Work with Art Director and also Department Heads to keep budget accurate and up to date

**Qualifications/Requirements:**

- Minimum 5 years experience in an administrative support position in addition to supporting more than one Manager at a time
- Previous experience in events or design industries strongly preferred
- Must be highly proficient in all MS products, including SharePoint

If you are looking for an excellent opportunity to join a growing and entrepreneurial spirited company, please send resume and salary expectations to [jobs@kaaboolc.com](mailto:jobs@kaaboolc.com).