



Downtown SLO
Event Operations
Concerts in the Plaza

COMPANY	Downtown SLO
LOCATION	In-Office, Downtown San Luis Obispo, CA
JOB TITLE	Events Operations Assistant
HOURS	Temporary Part time, 8 hours/week
REPORTS TO	Events Manager
PAY	\$17 - 21/hr

SCHEDULE July 5, 2024 - September 6, 2024
Fridays 1:30 - 9:30 PM

Training & Orientation on Tuesday, July 3, 2024 2:00 - 4:00 PM
Volunteer & Staff wrap party week of September 9, 2024
Requires availability for all Fridays in the 10 week period.

JOB DESCRIPTION

Are you outgoing, willing to roll up your sleeves, haul event equipment and transform spaces in a blink of an eye? Do you enjoy live music, lively crowds and fast-paced activities?

Downtown SLO is seeking an Event Operations Assistant to produce the weekly summer **Concerts in the Plaza** series every Friday between June - September. Qualified candidates are strong collaborators, dedicated to customer service, and able to think on their feet while producing one of SLO's most iconic community events. This role involves lifting heavy objects, setting up event equipment, and working with/serving alcohol. You will work directly with seasoned Event staff & student interns to transform Mission Plaza into a bustling free & family-friendly concert venue, presenting a wide variety of music genres from local & traveling talent.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Execute daily event production timeline to ensure all aspects are completed as planned.
- Assist Events Manager in receiving talent, loading in vendors, and ensuring that event materials are organized for day-of setup.
- Work with a high level of service, communication, and teamwork.
- Supervision of Concerts in the Plaza's Beer/Cider satellite bar, including maintaining stock, handling cash, and working with interns & volunteers.
- Work around alcohol, manage a POS system and handle cash as necessary.



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- Act as a liaison between event attendees and event staff & interns as needed.
- Attention to crowd flow, venue cleanliness, event regulations, and public safety.
- Break down, return and maintenance of all equipment and supplies to proper storage.
- Interact with staff, volunteers, sponsors and event guests in a professional and ethical manner.
- Perform other duties as necessary to assist the organization.

PHYSICAL DEMANDS:

- Stand/Walk for prolonged periods of time
- Lift and move materials up to 50lbs
- Maneuver on grounds at night at dusk and dark
- Work in an outdoor environment subject to weather
- Comfortable working in noisy environments - moderate to very loud

To apply, please email us your resume and cover letter for interest at Shannon@DowntownSLO.com and Maggie@DowntownSLO.com.

If you have any questions, please contact the Events Manager:

Maggie Kovach

Maggie@DowntownSLO.com

(805) 234-9673.



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2024
CONCERTS
in the **PLAZA**

FREE LIVE MUSIC EVERY FRIDAY • JUNE 21 – SEPTEMBER 6, 2024
MISSION PLAZA, DOWNTOWN SAN LUIS OBISPO
OPENING ACT 5 PM • MAIN ACT 6–8 PM

6/21 MANUEL THE BAND & JINEANNE CODERRE <i>Sponsored by Quesadilla Gorilla</i>	8/2 ROSE'S PAWN SHOP & NATALIE HASKINS <i>Sponsored by Ranca & Associates, a Law Corp</i>
6/28 THE MOTHER CORN SHUCKERS & MISS LEO <i>Sponsored by Eureka!</i>	8/9 GHOSTMONSTER & NOACH TANGERAS <i>Sponsored by Astound Business Solutions</i>
7/5 Resination & KENNY TAYLOR <i>Sponsored by Woodstock's Pizza</i>	8/16 DAMON CASTILLO BAND & MELODY KLEMIN <i>Sponsored by Novo Restaurant & Lounge</i>
7/12 HOT 45 & RAS DANNY <i>Sponsored by The Bunker SLO</i>	8/23 BRASS MASH & KENTUCKY MONK <i>Sponsored by Megan's Organic Market</i>
7/19 THE MOLLY RINGWALD PROJECT & EMILY SMITH <i>Sponsored by Guaranteed Rate</i>	8/30 JOSH ROSENBLUM BAND & DULCIE TAYLOR DUO <i>Sponsored by Luna Red Restaurant & Bar</i>
7/26 IMVA & ABOUT TIME <i>Sponsored by Hotel SLO</i>	9/6 DANTE MARSH & THE VIBESSETTERS & DAVE TATE <i>Sponsored by Sun Day Carwash</i>



Artwork by Ali Faigin



Family-friendly • No pets • Free bike valet
Food & drink available • No outside alcohol
Bring a reusable cup • No glass

DowntownSLO.com/Concerts
@ConcertsinthePlaza @DowntownSLO

STAGE SPONSOR


SILVER LEVEL SPONSORS







KID ZONE SPONSORS



ASHLEY VANCE ENGINEERING, INC. **sunrun** **INHOUSE PROPERTIES** **AMERICAN RIVIERA BANK**
Bank on better.

PROUDLY SERVING










BIKE VALET PROVIDED BY


SPECIAL THANK YOU TO: BILL GAINES AUDIO, CUESTA SPRINGS ICE