

ORGANIZATION VALUES AND CULTURE:

Creative Copperopolis is a nonprofit mutual benefit 501(c)3 organization that services the Copperopolis area businesses and nonprofits for creating and producing community oriented concerts, events, and network communications. Our core values include the health, education, and camaraderie of our local community, their families, and supporting businesses. We are dedicated to spreading love and good spirit.

Merchandiser (i.e. Clay Shop, Night Market)

Work with the Artist/Participant to:

- Monitor sales and identify product success and/or losses, stock shortage.
- Work with suppliers/Artist to negotiate prices and JIT/Just In Time stock level needs.
- Research and identify customer base.
- Document/Review customer feedback to predict trends and seasonal stock demand.
- Brief vendors regarding display and stock rotation to ensure optimization of space according to Event.
- Assess effectiveness of displays and market layout using sales figures and customer response.
- Review competitors on pricing, marketing, customer draw.

Radio Curator

- Edit, splice, and master-mix audio or video files.
 - * We use Movavi.
- Keep song locker populated and sorted
 - Work Meta Tag records
- Plan and organize playlist and some ques.
- Create spot advertising.
- Do interviews and on-air broadcasting.

Music Production Technician

- Pre-production planner and logistics organizer.
- D.O.S. (day-of-show) incoming production management
- Stage manager, supervisor of audio/visual.
- Egress Logistics supervisor.
- Volunteer Director and supervisor.

Webmaster

- Proficiency working with WIX.
 - WIX Ascend function for Database management and emails.
- Foundation and Structure Design.
- Content gathering, re-scaling, and editing.
- Web functions and advanced designs.
- Conduct maintenance and updates regularly as needed.

Office Administrative Assistant

- Perform office clerical tasks such as:
- Update calendar.

- Editing press releases and social media announcements for posting.
- Update Press Release Contacts list.
- Maintain event files (posters, spreadsheets, press releases) both online and hard-copy.
- Collect and update Membership and Artist/Participant Interest lists.
- Distribute and maintain file of Artist/Vendor/Market participant Disclaimer forms.
- Maintain list of all Artist/Vendor/Market participants by Event Date.
- Collect Customer Feedback forms for each market event.
- Collect receipts for Expense documentation and Bar/Food Inventory using Worksheet Spreadsheets.
- Keep inventory of office supplies and printer maintenance.
- Document participation of all Volunteers/Paid Staff and Coordinators by Event for Manager to review and assess in his files.

Event Crew

- Security
 - Parking lot, perimeter, floor, backstage, box office.
- Parking Attendants
 - Incoming traffic, Valet or VIP Parking.
- Box Office and Ticketing Personnel
- SET-UP/Take-down Crew:
 - Venue floor and F.O.H. (front-of-house.)
- Food Service:
 - Sonora Grill Backstage Catering
 - Advance food preparation
 - Food transportation
 - Ingress warming and cooling consideration
 - Serving and kitchen duties.
- Bartenders/Servers
 - Will work under supervision of a Certified CA RBS/Registered Beverage Server.
 - Perform and record inventories at the start of the event and at the end of shift.
 - Keep a written record of beverage/alcohol sales for reconciliation at the end of shift. Be able to keep an account of pour cost and bar supply inventory used.
 - Communicate well with coworkers and customers, and maintain personable and professional communication at all times. This includes being able to listen and collaborate where applicable.
 - Punctual and reliable, showing up for shifts as scheduled.
 - Maintain a positive attitude, even under pressure. Patience with customers and coworkers is a must, particularly during busy rushes.
 - Handle tasks unsupervised, including being able to spot tasks that need to be done (even though they might not have been assigned by managers.)
 - Listen to customer feedback and relay or make suggestions to managers. This may include suggestions for service, menu, or ambiance.
 - Work may include some outdoor settings and evenings.

- Venue Closing Team Staff (Deposit Recovery)
(i.e. breakdown/clean-up/recyclables/lock-up)
 - Clean up and take down to return Venue to order.
 - Organize and pack up gear, transport back to warehouse for proper storage.
 - Inventory all gear upon return to storage.
 - Trash duties.

Charity Event Coordinator

- Able to identify and enlist Donors who espouse the values of Creative Copperopolis, appealing to their individual subjective areas of interest.
- Will work in association with a fundraising planning committee on special fundraising events of community benefit.
- Planning of annual and special events open to members of the nonprofit and to the public. Examples may include events such as charity galas, fashion shows, silent auctions, fundraisers for local schools, entertainment awards shows, and other social responsibility initiatives.
- Supervise volunteers and coordinate events in progress which will include some evenings and weekend events.
- Maintain and update facility policies and procedures and associated rules and regulations for outside service providers and venues.
- Will keep records for each event according to budget with an eye toward continual improvement. Will prepare event settlements and evaluations.
- Create newsletters and flyers for events, table tents, and press releases.
- Must be knowledgeable of the limitations and recordkeeping requirements for reporting member and nonmember income generated by the activities of Creative Copperopolis.