Job Description

POSITION: Cureville Assistant
SUPERVISOR(S): Director of Community Relations
SUPERVISES: N/A

GENERAL DESCRIPTION:
 Part-time and seasonal position (approximately 72 hours total) responsible for providing support onsite at the Kerrville Folk Festival.

DUTIES:
 Serves as the onsite support for AOMA interns, observers and supervisors during the Cureville clinic at the Kerrville Folk Festival.
 Travels to the Quiet Valley Ranch outside Kerrville, Texas for setup of the Cureville clinic
 Travels to and camps at the Kerrville Folk Festival during AOMA clinic days
 Oversees the clinic paperwork and communicates with clinic in Austin when supplies are low.
 Transports supplies to and from location. Organizes and inventories supplies.
 Ensures clinic is set up each day and is ready for operations
 Ensures interns & observers are present for scheduled shifts. Contacts missing students to determine location.
 Serves as ambassador for AOMA students & Faculty – shows them around the cureville/backstage areas, helps locate available camping areas
 Communicates with other Cureville management members to provide smooth operations.
 Performs all other duties as assigned

MINIMUM REQUIREMENTS:
 Must be currently enrolled student at AOMA, in good academic and financial standing, and eligible for Federal Work Study
 Must have volunteered at Cureville in the past
 Must be available to work Friday May 11, Sat May 12, May 25-28 and June 1-3. This position may not also be signed up to work as an AOMA observer or intern at Cureville during these days. It is possible to volunteer in this capacity on May 29-31.
 Computer proficiency, including Microsoft Office programs and Outlook
 Ability to multi-task, exceptional organizational skills
 Communication skills

PREFERRED QUALIFICATIONS:
 Extensive experience at the Kerrville Folk Festival

PHYSICAL REQUIREMENTS
 Travel to Kerrville, Texas on above dates.
 Walking, stooping, kneeling, crouching, reaching and twisting as needed
 Moves/transport supplies, lifts up to 25 pounds
 Communicates, detects, converses with, discerns, conveys, expresses oneself, discusses and exchanges information
 Determines, distinguishes, identifies, recognizes, perceives, estimates, judges, inspects, compares, observes, assesses. Attention to detail essential, including proofreading documents and lines of text and numbers, visual discrimination

1/20/2012