Festival Operations Assistant

Location: Houston, TX

Employment: Full-Time

Salary: $35,000–$45,000 annually

Openings: 2

Reports To: Assistant Festival Operations Manager

Position Overview

Conglom Entertainment is seeking dependable Festival Operations Assistants to support the preparation, execution, and breakdown of festivals across the United States.

This is a hands-on position involving travel, equipment coordination, venue preparation, and general operational support.

Key Responsibilities

- Assist with hotel walkthroughs.

- Support meeting room preparation.

- Assist with company signage installation.

- Help prepare merchandise tents.

- Support equipment inventory activities.

- Assist with loading and unloading supplies.

- Prepare designated will-call facilities.

- Assist with venue preparation checklists.

- Support transportation coordination.

- Assist with festival breakdown and equipment packing.

- Perform additional operational assignments as directed.

Qualifications

- Previous event, hospitality, warehouse, or logistics experience preferred.

- Strong teamwork and communication skills.

- Dependable attendance and punctuality.

- Ability to follow instructions.

- Willingness to travel extensively.

- Ability to perform the essential physical duties of the position, with reasonable accommodation where applicable.

Entry-Level Candidates: Applicants with relevant transferable skills are encouraged to apply.

Standard Employment Benefits and Requirements