Assistant Festival Operations Manager

Location: Houston, TX

Employment: Full-Time

Salary: $55,000–$75,000 annually

Openings: 2

Reports To: Festival Operations Manager

Position Overview

The Assistant Festival Operations Manager supports the management and supervision of a traveling festival operations team.

This position ensures daily assignments are completed, deadlines are met, and operational preparations remain on schedule.

Key Responsibilities

- Assist with supervising traveling operations personnel.

- Coordinate daily employee assignments.

- Maintain operational preparation checklists.

- Monitor hotel, venue, and transportation readiness.

- Assist with contractor communications.

- Coordinate equipment and supply inventories.

- Monitor operational deadlines.

- Resolve routine logistical issues.

- Assist with daily staff briefings.

- Support festival operations and post-event breakdown.

- Serve as acting Operations Manager when assigned.

Qualifications

- Two to four years of event operations or logistics experience.

- Previous supervisory experience preferred.

- Strong organizational and communication skills.

- Ability to multitask in demanding environments.

- Willingness to travel extensively.