

Onsite Registration Coordinator

(Three Individuals Needed)

Job Description

The Firefly Gathering, Inc



General Description

The Firefly Gathering is a 501(c)(3) nonprofit providing educational and cultural programming to the Asheville area. We offer educational experiences which connect people to nature, ancestral wisdom, and skills of self-reliance and community resilience. Our goal is to remember teachings of the past to engage with our rapidly changing present to co-create a sustainable future.

The Onsite Registration Coordinators will work together to run a warm and welcoming onsite registration and check-in experience upon arrival at the gate. This includes prior planning, training and management of the worktrade crew, management of onsite registration logistics and forms, data tracking, and customer service.

Hours & Compensation

This is a part-time, seasonal independent contractor position requiring approximately 65 total hours each of work starting April and ending June after the event. Firefly offers \$650 plus entry to the event and meals. Most hours will be during setup and the event, while approximately 25 will be for planning and debrief meetings outside of the event.

Required if possible AG meeting in May...

Job Duties

Planning (20%)

- Attend these Firefly meetings: April training with Registrar, April and May staff meetings, all-staff debrief and position debrief.
- Confirm that work-trade needs have been sent to Worktrade coordinator and schedule pre-event training(s) for all work-traders.
- Review and update all forms used in registration and collaborate with necessary staff on these updates.
- Coordinate with pre-event registration coordinator to make sure all forms are reviewed and edited; confirm that they will be printed so that you can pick up and bring them onsite Sunday morning pre-event.

Setup (20%)

- Arrive at event space on Saturday night (of setup) to be ready for worktrade and staff registration
- Make time with registration staff to go over details of registration and make sure everything is ready for worktrade training

- Ensure that the registration booth and all of the necessary tables, office supplies, etc are on-site and in place before registration opens.
- Learn when settlement payments happen with landowners so that you can attend with the latest registration information.

Onsite Registration (50%)

- Reconcile daily sales and entry numbers from on-site registration.
- Make sure work-traders have attendees fill out applications at the gate legibly.
- Make sure that your worktraders are using the gate tracker forms to keep track of the number of people on-site at any given point.
- Be available for the duration of the event to facilitate things running smoothly and as the go-to person for the barrage of questions and concerns from attendees and registration work-traders that require a specialized answer.
- Help with clean-up of all registration supplies and forms and deliver them to the appropriate staff members.

Post-Event (10%)

- Inventory and arrange for storing all onsite registration equipment.
- Take footnotes, update contract documents, and make sure all docs are in Firefly's shared drives.
- Meet with Registrar and Executive Director for a position debrief after the event.

Required Experience / Qualities

- Has attended Firefly Gathering previously
- Energetic, friendly, and welcoming
- Detail-oriented and clear communicator
- Excellent organizational skills

Preferred Experience / Qualities

- Professional and tactful interpersonal skills with the ability to interact with a variety of personalities
- Good motivator - can boost morale of a team
- Experience with customer service
- Dedication to personally and professionally pursue [JEDI](#) work (justice, equity, diversity and inclusion)
- Passionate about Firefly's mission

We look forward to hearing from the following applicants

- BIPOC, LGBTQ+ and other systematically excluded Professionals
- Applicants with diverse experience
- Applicants with gaps in their resume, or who have recently been out of the workforce
- Applicants wanting to improve themselves, their workplace, and their communities

To Apply

Send a cover letter and resume to director@fireflygathering.org with a subject line “Application for Onsite Registration Coordinator - [your name]”. In the letter, please explain your interest in the position and why you think you would do well.