

# Zachary Anders

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## WORK EXPERIENCE

### **WILD GOOSE FESTIVAL, Hot Springs, NC**

*WGF 2016, WGF 2017, WGF 2018 WGF 2019*

*Event Manager, Mar 2016 – Present*

- Coordinate services for events, such as accommodation and transportation for participants, facilities, catering, signage, displays, special needs requirements, printing and event security.
- Pre and post festival programming.
- Negotiate contracts with such service providers and suppliers as hotels, convention centers, and speakers.
- Arrange the availability of audio-visual equipment, transportation, displays, and other event needs.
- Obtain permits from fire, health departments, and ABC commission.
- Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.
- Receive, record, and bank cash, checks, and vouchers.
- Perform general office duties such as filing, answering telephones, and handling routine correspondence.
- Act as first point of contact for security, staff, volunteers, and event participants. Reporting directly to the Vice President and President.

## ADDITIONAL SKILLS

- Sales
- Marketing
- Microsoft & Google Suites
- EventBrite
- WordPress
- MailChimp

## Volunteer Work

- Transmission, Co-Director. Working with Transgender people in the South.