

## **ZONE MANAGER PRODUCTION ASSISTANTS**

The Baltimore Office of Promotion & The Arts (BOPA), producer of **Artscape**, is seeking three (3) enthusiastic and hardworking Production Assistants to help behind the scenes before and/or during this event held July 21-23, 2017.

### **JOB DESCRIPTION AND SCHEDULE**

This job entails conducting all of the job duties that our event production team would normally perform before, during and after a large event. The following is a partial list of the job duties that may be required:

- Act as the liaison between festival exhibitors, program areas and BOPA staff in one of three zones
- Deliver equipment as needed (tables and chairs)
- Ensure vehicles leave the site by 10am each morning and don't return to the site until festival goers have cleared the area each night
- Assist with opening and closing tent walls each day
- Manage an organized breakdown on Sunday night
- Report concerns, issues and other feedback to BOPA staff
- Check in with exhibitors regularly
- Stock, organize and maintain zone storage area located at the Information/Zone Headquarters Tent
- Stock all venues and static exhibits with festival brochures
- Troubleshoot aesthetic and logistical issues (examples: tent walls, electricity, tables and chairs, supplies of food and beverages, recycling and trash)
- Sign out, operate and return one cargo golf cart each day of the festival
- Communicate with and answer questions from BOPA staff, festival exhibitors and other participants, volunteers, and festival goers
- Work with Information Assistants, Production Assistants, Venue Coordinators and Volunteers within your zone
- Any other duties deemed necessary by Festival Management

The required work schedule is as follows:

- Thursday, July 20, from 11am to 6pm or clear
- Friday, July 21, from 7am to 10pm or clear
- Saturday, July 22, from 10am to 10pm or clear
- Sunday, July 23, from 10am to 12am or clear

Please note that hours are approximate and subject to change at the discretion of Festival Management.

Production Assistants are invited to attend a two-hour city-wide logistics meeting for Artscape held on a weekday in June; this time is unpaid and not mandatory.

## **JOB QUALIFICATIONS**

- Be over the age of eighteen with a valid driver's license
- Event management experience highly preferred; Artscape experience is ideal
- Excellent communication and organizational skills
- Experience with and sense of positive customer service; food service experience is ideal
  
- Experience with and ability to collaborate and work in a team environment
- Excellent skills in task management and prioritization
- Ability to follow directions, work independently and take initiative
- Skilled in problem identification and resolution
- Able to lift and carry approximately fifty (50) pounds
- Endurance for long hours in an active, stressful production setting with the ability to work outdoors in possibly extreme heat or in wet weather
- Able to responsibly drive a cargo golf cart on the festival grounds for deliveries
- Be high energy!
- Must work all scheduled shifts throughout the Artscape festival

## **BENEFITS TO YOU**

Employer shall pay Contract Employee and Contract Employee shall accept from Employer, in full payment for Contract Employee's services hereunder, compensation at the rate of \$15.00 per hour, subject to all normal payroll taxes and deductions. Based on the short-term nature of Contract Employee's employment, Contract Employee will not be entitled to the payment of other benefits received by regular employees of Employer.

With a passion for the Arts and/or Events Management, you will gain proven knowledge of successfully delivering and managing festivals; great experience for your résumé. Artscape is the largest free outdoor arts festival in the United States.

Lunch, dinner, a festival t-shirt and free parking are provided Friday, Saturday, and Sunday.

## **HOW TO APPLY**

To apply for this position, interested individuals must forward a cover letter, referencing the title of this position, two professional job references, and your résumé to BOPA via email to [MCassard@PromotionAndArts.org](mailto:MCassard@PromotionAndArts.org) to the attention of Markell Cassard. **All resumes submitted without a cover letter and two references will be disregarded. No phone calls, please.**

**The deadline to apply is May 22, 2017 by 5:00pm.**

Please keep in mind we will be contacting only those candidates whom we feel may be a good fit for interviews as we are filling positions immediately.