

## **FESTIVAL HEADQUARTERS PRODUCTION ASSISTANT**

The Baltimore Office of Promotion & The Arts (BOPA), producer of **Artscape**, is seeking one (1) enthusiastic and hardworking Festival HQ Production Assistant to assist with event support and logistics in Artscape's festival HQ from Friday, July 20 through Sunday, July 22, 2018.

### **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:

- Manage process of radios signed in/out each day
- Manage parking voucher distribution to staff and production assistants
- Maintain a clean and organized operation
- Ensure festival headquarters is organized and stocked with supplies, festival collateral and materials
- Troubleshoot issues (ex: general festival inquiries, directional guidance, weather delays/inquiries, lost and found, etc.)
- Communicate with and answer questions from BOPA staff and production assistants
- Report concerns, issues and other feedback to BOPA staff
- Manage an organized and smooth breakdown/load-out of festival headquarters
- Any other duties deemed necessary by Festival Management

The required schedule is as follows:

- Friday, July 20 from 2pm-8pm
- Saturday, July 21 from 2pm-8pm
- Sunday, July 22 from 2pm-8pm or clear

Please note that hours are approximate and subject to change at the discretion of Festival Management. Coordinators 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 and BOPA festivals experience is ideal
- Excellent communication and organizational skills
- Experience with and sense of positive customer service
- 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
- Be proactive and anticipate needs
- 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 all types of 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 Employee and Employee shall accept from Employer, in full payment for 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 Employee's employment, 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, festival t-shirt and credential, 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 [MRhoden@PromotionAndArts.org](mailto:MRhoden@PromotionAndArts.org) to the attention of Morgan Rhoden. **All resumes submitted without a cover letter and two references will be disregarded. No phone calls, please.**

**The deadline to apply is June 18<sup>th</sup>, 2018**

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.