

## TEENScape PRODUCTION ASSISTANT

The Baltimore Office of Promotion & The Arts (BOPA), producer of **Artscape**, is seeking two (2) enthusiastic and hardworking Teenscape Production Assistants to assist with event management from Wednesday, July 18 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:

#### General

- Assist the BOPA Teenscape Coordinator in managing all aspects of the area including Makeup Exhibitors, Art Project Installations, and the Teenscape Lounge
- Assist with set-up and breakdown of area each day including hanging signage, decorations, tables, chairs, and opening/closing tent walls
- Ability to operate a cargo golf cart
- Keep Teenscape tidy, clean, and organized

#### Craft Exhibitors/ Art Projects:

- Welcome and check-in with exhibitors daily and assist with any special needs
- Interact pleasantly and positively with festival goers and children

#### Volunteers

- Welcome, check-in and assign volunteers to specific areas
- Ensure everyone stays hydrated and fill-in for proper breaks

#### Teenscape Lounge

- Welcome performers, and manage the performance schedule
- Alert the Event Coordinator to any problems before, during, and after Artscape
- Communicate with and answer questions from BOPA staff, festival participants, volunteers, and festival goers
- Any other duties deemed necessary by Festival Management

The required schedule is as follows:

- Wednesday, July 18 from 9am to 7pm or clear
- Thursday, July 19 from 9am to 7pm or clear
- Friday, July 20 from 9am to 9pm or clear
- Saturday, July 21 from 9am to 9pm or clear

- Sunday, July 22 from 9am to 9pm 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
- **Must pass a background check**

## **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, a festival t-shirt, 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.