

DEVELOPMENT PRODUCTION ASSISTANT

The Baltimore Office of Promotion & The Arts (BOPA), producer of **Artscape**, is seeking one (1) Development Production Assistants for this event held July 21-23, 2017.

JOB DESCRIPTION AND SCHEDULE

Duties include working as a liaison to festival sponsors and conducting sponsor VIP tours of the festival grounds. More specifically, the job duties include:

- Greeting and escorting sponsors upon their arrival to their correct on-site exhibit locations, and be on call to troubleshoot issues as they arise with tents, power, water, sanitation, etc.
- Leading and/or assisting with VIP walking and golf cart-led tours of the Artscape footprint for sponsors and donors. Tours are offered throughout the festival. Each tour lasts approximately 1 hour in length and may include a good amount of walking, please wear comfortable shoes.
- Attend training to learn how to give a great tour and speak proficiently about Artscape
- Interact with and professionally represent Artscape to major donors
- Assist with other VIP events throughout the festival as deemed necessary by Development Staff
- Any other duties deemed necessary by Festival Management

The required schedule is as follows:

- 2 hours of training TBD
- Friday, July 21, from 9am to 11pm or clear
- Saturday, July 22, from 10am to 11pm or clear
- Sunday, July 23, from 10am to 11pm 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
- Prior experience working with donors is a plus
- Prior experience leading tours, or with other public speaking engagements is highly preferred
- Event management experience highly preferred; Light City, Artscape or Baltimore Book Festival 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

- 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 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.