

## **FESTIVAL OPERATIONS PRODUCTION ASSISTANT**

The Baltimore Office of Promotion & The Arts (BOPA), producer of **Artscape**, is seeking five (5) enthusiastic and hardworking Production Assistants to help behind the scenes before and/or during this event held July 21-23, 2017. Festival Operations Production Assistants will report directly to the Festival Director and Festival Manager and will be responsible for duties specific to the festival grounds at large.

### **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:

- Hang and place signage during festival set up
- Mark festival site
- Maintain a neat and inviting site
- Place tables, chairs, plants and décor
- Deliver ice, food and beverages, programs, t-shirts, posters, etc. to the backstage areas, Guest Services, satellite information booths and Volunteer Headquarters
- Organize the event storage spaces
- Assist with exhibitor load in and breakdown
- Open and close tents and staging at the beginning and end of each day
- Assist with any special exhibitor needs
- Alert the BOPA staff to any problems before, during and after Artscape
- Run general errands
- Fill in for volunteer no-shows
- Communicate with and answering questions from BOPA staff, Zone Managers, other Production Assistants, festival exhibitors and other participants, volunteers and festival goers.
- Organize and maintain supplies
- Any other duties deemed necessary by Festival Management

The required work schedule is as follows:

#### **Two Festival Operations Production Assistants:**

- Wednesday, July 12, 9am to 5pm or clear
- Thursday, July 13, 9am to 5pm or clear
- Friday, July 14, 9am to 5pm or clear
- Monday, July 17, from 9am to 5pm or clear
- Tuesday, July 18, from 9am to 5pm or clear
- Wednesday, July 19, from 9am to 5pm or clear
- Thursday, July 20, from 9am to 7pm or clear
- Friday, July 21, from 7am to 12am or clear
- Saturday, July 22, from 10am to 12am or clear
- Sunday, July 23, from 10am to 12am or clear
- Monday, July 24, from 9am to 5pm or clear

### **Three Festival Operations Production Assistants:**

- Monday, July 17, from 9am to 5pm or clear
- Tuesday, July 18, from 9am to 5pm or clear
- Wednesday, July 19, from 9am to 5pm or clear
- Thursday, July 20, from 9am to 7pm or clear
- Friday, July 21, from 7am to 12am or clear
- Saturday, July 22, from 10am to 12am 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
- 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.