



VENUE ASSISTANT PRODUCTION ASSISTANT

The Baltimore Office of Promotion & The Arts (BOPA), producer of **Artscape**, is seeking one (1) enthusiastic and hardworking Venue Assistant Production Assistant to assist with event management from Thursday, July 20 through Sunday, July 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:

- Assist the Director of Cultural Affairs in managing the Corpus Christi site
- Check in performers and direct them where to go
- Act as the liaison between performers at Corpus Christi, festival goers and BOPA staff
- Assist with management (i.e. crowd control, monitoring equipment, stage management)
- Help monitor other performance sites including Theatre Project and the Brown Center
- Deliver equipment as needed
- Fill in for volunteer no-shows
- Distribute performers checks after each performance in accordance with BOPA's Finance procedures
- Report concerns, issues and other feedback to BOPA staff
- Communicate with and answering questions from BOPA staff, festival exhibitors, artists and other participants, volunteers, and festival goers
- Any other duties deemed necessary by Festival Management

The required schedule is as follows:

- Friday, July 21 from 1pm to 6:30pm or clear
- Saturday, July 22 from 12pm to 7pm or clear
- Sunday, July 23 from 12pm to 6pm 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 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!
- Have a desire to see "behind the scenes" activity and learn how a major public event is operated
- 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.