



## FOOD & BEVERAGE PRODUCTION ASSISTANTS

The Baltimore Office of Promotion & The Arts (BOPA), producer of **Artscape**, is seeking eleven (11) enthusiastic and hardworking Production Assistants to help behind the scenes before and/or during this event held July 20-22, 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:

- 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, etc. to the Food Vendors and Beverage Bars throughout the Artscape Festival footprint
- Organize the event storage spaces
- Assist with food and beverage vendor load in and breakdown
- Open and close tents and staging at the beginning and end of each day
- Assist with any special vendor needs
- Alert the BOPA staff to any problems before, during and after Artscape
- Run general errands
- 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:

#### **Seven Food Production Assistants:**

- Wednesday, July 18, from 10am to 5pm or clear
- Thursday, July 19, from 10am to 6pm or clear
- Friday, July 20, from 9am to 12am or clear
- Saturday, July 21, from 9am to 12am or clear
- Sunday, July 22, from 9am to 12am or clear
- Monday, July 23, from 10am-2pm or clear (four PA's)

#### **Three Beverage Production Assistants:**

- Wednesday, July 18, from 10am to 5pm or clear
- Thursday, July 19, from 10am to 6pm or clear
- Friday, July 20, from 9am to 12am or clear
- Saturday, July 21, from 9am to 12am or clear
- Sunday, July 22, from 9am to 12am or clear

- Monday, July 23, from 10am-2pm or clear (four PA's)

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 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
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- 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, 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 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.