

**BALTIMORE**  
**OFFICE OF PROMOTION & THE ARTS**  
Arts • Events • Film

**COMPOUND AND ICE & WATER PRODUCTION ASSISTANT**

The Baltimore Office of Promotion & The Arts (BOPA), producer of **Artscape**, is seeking [4] enthusiastic and hardworking Compound and Ice & Water Production Assistants to assist with Artscape during festival set-up (Friday, July 13-Thursday, July 19, 2018), festival weekend (Friday, July 20-Sunday, July 22, 2018) and festival breakdown (Monday, July 23 and Wednesday, July 25, 2018). The Compound and Ice & Water Production Assistants will report directly to the Compound and Ice & Water Manager and Festivals Director and, 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:

- Represent BOPA and Artscape
- Act as the liaison for BOPA staff and other production assistants
- Assist with the overall set-up and teardown of the festival
- Receive equipment/production rentals (generators, fencing, portable restrooms, golf carts, etc.)
- Receive deliveries and ensure items are properly inventoried and stored within compound/festival grounds (programs, water pallets, golf carts, etc.)
- Operate heavy equipment (fork lift, scissor lift, pallet jack, etc.) – certification required
- Oversee generators process (turning on/off, fuel checks, trouble-shooting and reporting)
- Maintain an organized and clean event space
- Organize and maintain hardware and supplies
- Manage ice and water operations and deployment
- Troubleshoot issues (ex: general inquiries, directional guidance, weather delays/inquiries, etc.)
- Alert the BOPA staff to any problems before, during and after Artscape
- Run general errands
- Communicate with and answer questions from BOPA staff, Project Coordinators, Production Assistants
- Report concerns, issues and other feedback to BOPA staff
- Any other duties deemed necessary by Festival Management

The required work schedule is as follows:

- Thursday, May 24 from 9:00am-5:00pm or clear
- Monday, July 16 from 9:00am-5:00pm or clear
- Tuesday, July 17 from 9:00am-5:00pm or clear
- Wednesday, July 18 from 9:00am-5:00pm or clear
- Thursday, July 19 from 9:00am-7:00pm or clear
- Friday, July 20 from 8:00am-12:00am or clear
- Saturday, July 21 from 8:00am-12:00am or clear
- Sunday, July 22 from 8:00am-11:30pm or clear

- Monday, July 23 from 9:00am-5:00pm or clear
- Tuesday, July 24 from 9:00am-5:00pm or clear
- Wednesday, July 25 from 9:00am-5:00pm or clear
- Possible additional dates to be communicated

Please note that hours are approximate and subject to change at the discretion of Festival Management.

## **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

## **BENEFITS TO YOU**

Employer shall pay Temporary Employee and Temporary Employee shall accept from Employer, in full payment for Temporary 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 Temporary Employee's employment, Temporary Employee will not be entitled to the payment of other benefits received by regular employees of Employer.

Additional benefits include lunch and dinner during the festival dates, a festival-issued staff t-shirt and credential, and free parking.

## **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 8th, 2018 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.