

FESTIVAL HEADQUARTERS PRODUCTION ASSISTANT

The Baltimore Office of Promotion & The Arts (BOPA), producer of **Artscape**, is seeking one (1) enthusiastic and hardworking Festival HQ Production Assistant to assist with event support and logistics in Artscape's festival HQ from Friday, July 20 through Sunday, July 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:

- Manage process of radios signed in/out each day
- Manage parking voucher distribution to staff and production assistants
- Maintain a clean and organized operation
- Ensure festival headquarters is organized and stocked with supplies, festival collateral and materials
- Troubleshoot issues (ex: general festival inquiries, directional guidance, weather delays/inquiries, lost and found, etc.)
- Communicate with and answer questions from BOPA staff and production assistants
- Report concerns, issues and other feedback to BOPA staff
- Manage an organized and smooth breakdown/load-out of festival headquarters
- Any other duties deemed necessary by Festival Management

The required schedule is as follows:

- Friday, July 20 from 2pm-8pm
- Saturday, July 21 from 2pm-8pm
- Sunday, July 22 from 2pm-8pm 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 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 Employee and Employee shall accept from Employer, in full payment for 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 Employee's employment, 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, festival t-shirt and 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 8th, 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.