

## **HOSPITALITY/COMMISSARY PRODUCTION ASSISTANT**

The Baltimore Office of Promotion & The Arts (BOPA), producer of **Artscape**, is seeking two (2) Hospitality/Commissary Production Assistants to help behind the scenes during Artscape, to be held July 21-23, 2017.

### **JOB DESCRIPTION AND SCHEDULE**

This job entails maintaining the commissary and delivering snacks to backstage areas and hospitality centers at Artscape. The following is a list of job duties that may be required:

- Assist with meals served at the commissary; greet staff and volunteers
- Maintain a clean and organized operation
- Consolidate leftover meals; organize and distribute leftovers as necessary
- Assist with the inventory and dispensing of BOPA's snacks from Festival Storage to Volunteer Headquarters, backstage areas, and hospitality centers located throughout the festival grounds.
- Responsible for tracking and documenting distributions and deliveries to ensure that delivery schedule is met; foresee when replenishments are necessary; check in with Volunteer Headquarters, backstage areas and hospitality areas as necessary.
- Deliver and break down boxes of snacks at venues.
- Collect leftover snacks at close of festival, returning items to festival storage
- Alert Hospitality Manager and, as necessary, BOPA staff to any problems before, during, and after Artscape.
- Take directions from Commissary Manager and Festival Management
- Communicate effectively with BOPA staff/Venue Coordinators, Zone Managers, Production Assistants, festival exhibitors, festival participants, and volunteers
- Any other duties deemed necessary by Festival Management

The required schedule is as follows:

- Thursday, July 20, from 12pm to 4pm or clear
- Friday, July 21, from 10am to 9pm or clear
- Saturday, July 22, from 10am to 9pm or clear
- Sunday, July 23, from 10am to 8pm 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.