

SIGNAGE & FESTIVAL HEADQUARTERS PRODUCTION ASSISTANT

The Baltimore Office of Promotion & The Arts (BOPA), producer of **Artscape**, is seeking one (1) enthusiastic and hardworking Production Assistant to help behind the scenes before and/or during this event held July 21-23, 2017. Signage & Festival Operations Production Assistant will report directly to the Festival Director and Festival Manager 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:

- 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, programs, t-shirts, posters, etc. to the backstage areas, Guest Services, satellite information booths and Volunteer Headquarters
- Organize the event storage spaces
- Assist with exhibitor load in and breakdown
- Open and close tents and staging at the beginning and end of each day
- Assist with any special exhibitor needs
- After signage duties are complete, assist Festival HQ Manager with managing Headquarters
- Respond to urgent needs via the BOPA radios, work with Festival HQ Manager to prioritize needs
- Alert the BOPA staff to any problems before, during and after Artscape
- Run general errands
- Fill in for volunteer no-shows
- 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:

- Wednesday, July 19, from 9am to 5pm or clear
- Thursday, July 20, from 9am to 7pm or clear
- Friday, July 21, from 7am to 12am or clear
- Saturday, July 22, from 10am to 11pm or clear
- Sunday, July 23, from 10am to 12am 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 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.