



STREET PERFORMERS PRODUCTION ASSISTANT

The Baltimore Office of Promotion & The Arts (BOPA), producer of **Artscape**, is seeking two (2) enthusiastic and hardworking Street Performer/Pop-Up Performer Production Assistants to assist with event management from Thursday, July 19 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 checking in performers each day, showing them the performance space
- Ensure the Green Room is tidy and welcoming for the performers
- Act as the liaison between festival pop up and street performers and BOPA staff
- Assist with management (i.e. crowd control, monitoring equipment, stage management)
- Deliver equipment as needed
- Fill in for volunteer no-shows
- Report concerns, issues and other feedback to BOPA staff
- Communicate with and answering questions from BOPA staff, festival exhibitors, artists and other participants, volunteers, and festival goers
- Any other duties deemed necessary by Festival Management

The PA schedules are as follows:

- PA # 1 schedule: (ST lead)
Thursday, July 19 from 11:00am to 5:00pm or clear
Friday, July 20 from 1:00pm to 8:00pm or clear
Saturday, July 21 from 11:00am to 8:00pm or clear
Sunday, July 22 from 11:00am to 8:00pm or clear
- PA #2 schedule: (PU lead)
Saturday, July 21 from 11:00am to 8:00pm or clear
Sunday, July 22 from 11:00am to 8:00pm 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 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

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, 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 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.