



VOLUNTEER HEADQUARTERS PRODUCTION ASSISTANT

The Baltimore Office of Promotion & The Arts (BOPA), producer of **Artscape**, is seeking one (1) enthusiastic and hardworking Production Assistant to assist with volunteer management from Thursday, July 19 through Sunday, July 22, 2018. The Volunteer Headquarters Production Assistant will report to the Volunteer Coordinator.

JOB DESCRIPTION AND SCHEDULE

The Volunteer Headquarters Production Assistant will assist in all aspects of volunteer management. The following is a partial list of the job duties that may be required:

- Act as the liaison between volunteers and BOPA staff
- Assist with opening and closing Volunteer Headquarters each day
- Maintain a clean and organized operation
- Manage an organized breakdown on Sunday night
- Report concerns, issues and other feedback to BOPA staff
- Troubleshoot aesthetic and logistical issues (examples: tables and chairs, supplies of food and beverages, recycling and trash)
- Communicate with and answer questions from BOPA staff and volunteers
- Any other duties deemed necessary by Festival Management

The required work schedule is as follows:

- Thursday, July 19 from 12pm to 4pm or clear
- Friday, July 20 from 9am to 10pm or clear
- Saturday, July 21 from 9am to 10pm or clear
- Sunday, July 22 from 9am to 10pm 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 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, a festival t-shirt, 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.