



SoBo Summer Music Series - PRODUCTION ASSISTANT

The Baltimore Office of Promotion & the Arts (BOPA), producer of ArtScape, is seeking a team of enthusiastic and hardworking Production Assistants to support and manage events for the SoBo Summer Music Series (SoBo SMS) from Saturday, June 2 through Saturday, September 08, 2018.

JOB DESCRIPTION AND SCHEDULE

This job supports the SoBo Summer Music Series Program Manager and includes duties before, during, and after each event in the series. The following is a partial list of the job duties that may be required:

- Assist the Program Manager in managing each SoBo SMS site
- Check in performers and direct them where to go
- Act as the liaison between performers, Sound Engineers, residents and BOPA staff
- Assist with management (i.e. crowd control, monitoring equipment, stage management)
- Help monitor pre show workshops
- Deliver equipment as needed
- Fill in for volunteer no-shows
- Distribute performers checks after each performance in accordance with BOPA's Finance procedures
- Report concerns, issues and other feedback to Program Manager and/or BOPA staff
- Communicate with and answering questions from, BOPA staff, festival exhibitors, artists and other participants, volunteers, and series goers
- Any other duties deemed necessary by the Program Manager

The required schedule is as follows (Generally 4pm -8:30pm):

SCHEDULE:

- Saturday, June 2, 2018
Reginald Cyntje Group (RCG)
Lakeland Park
2921 Stranden Road, Baltimore, MD 21230
(Pre-Show Workshop: Sankofa Dance Theatre 5:00pm-6:30pm)
- Thursday, June 7, 2018
Lafayette Gilchrist and the Sonic Trip Masters All Stars
Middle Branch Park
3301 Waterview Avenue, Baltimore, MD 21230
- Saturday, June 16, 2018
Rhonda Robinson Trio
BMI Farmers Market
1415 Key Highway, Baltimore, MD 21230

- Tuesday, June 19, 2018
 The Love Peace Project (Juneteenth Celebration)
 Cherry Hill Shopping Center
 634 Cherry Hill Road, Baltimore, MD 21230
 (Pre-Show Workshop: Abu The Flute Maker- 3pm)
 (Pre-Show Workshop: SoBo Drum Circle)
 (Pre-Show Workshop: Sankofa Dance Theatre –6pm)

- Friday, June 29, 2018
 R. Roundtree and Da B'more Brass Factory
 Middle Branch Park
 3301 Waterview Avenue, Baltimore, MD 21230
 (Pre-Show Workshop: Abu The Flute Maker, 5:00pm-6:30pm)

- Saturday, July 7, 2018
 5:30pm- 8:30pm
 Theljon Allen and Universal Language
 Lakeland Park
 2921 Stranden Road, Baltimore, MD 21230

- Saturday, July 21, 2018
 Clarence Ward III & Dat Feel Good
 BMI Farmers Market
 1415 Key Highway, Baltimore, MD 21230

- Saturday, August 4, 2018
 DC Cuban All Stars
 Carroll Park
 1515 Washington Boulevard, Baltimore, MD, 21230
 (Pre-Show Workshop: Abu The Flute Maker, 5:00pm-6:30pm)
 (Pre-Show Workshop: SalsaNow, 5:00pm-6:30pm)

- Sunday, August 5, 2018
 Underground Experience
 Middle Branch Park
 3301 Waterview Avenue, Baltimore, MD 21230

- Saturday, August 18, 2018
 The Craig Alston Band
 Carroll Park
 1515 Washington Boulevard, Baltimore, MD, 21230

- Saturday, September 8, 2018
 JaneliaSoul
 Westport Block Party

- Saturday, JUNE 30, 2018
 Rhonda Robinson (Pre-Show)
 (Pre-Show) -DJ Shawn Smallwood
 Sharp-Leadnehall/ Solo Gibbs Park

- Saturday, JULY 27, 2018
 TBA - DJ

Sharp-Leadenhall/ Solo Gibbs Park

- Saturday, August 25, 2018
Amelia White
Sharp Leadenhall/ Solo Gibbs Park

Please note that hours are approximate and subject to change at the discretion of SoBo SMS Management.

JOB QUALIFICATIONS

- Be over the age of eighteen with a valid driver's license
- Event management experience highly preferred; Festival 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
- Be high energy!
- Must work all scheduled shifts throughout the SoBo SMS.

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 \$25.00 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 musical events and great experience for your résumé.

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 dmitchell@promotionandarts.org to the attention of David D. Mitchell. **All resumes submitted without a cover letter and two references will be disregarded. No phone calls, please.**

The deadline to apply is May 29, 2018 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.