

## **ARTISTS' MARKET PRODUCTION ASSISTANT**

The Baltimore Office of Promotion & The Arts (BOPA), producer of **Artscape**, is seeking one (1) enthusiastic and hardworking Artists' Market Production Assistant to assist with event management from Wednesday, July 18 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 Artists' Market at Artscape includes both Artists, and Arts/Cultural Organization Exhibitors, hoping to connect with festival goers throughout the weekend. The Artists' Market PA helps these exhibitors establish their outdoor 'shop' presence on the main festival concourse. Typically the entire market includes 100-130, 10x10 exhibitor tent spaces. The following is a partial list of the job duties that may be required:

- The PA will help make sure the site is ready to receive exhibitors (are all the right tents in the right place, etc.),
- Orient exhibitors to the festival site upon arrival, and distribute festival information and credentials.
- Help address any issues the exhibitor may have with equipment being used, safety concerns, etc., with the support of festival staff. At the conclusion of the festival
- Assist exhibitors with any issues that occur during breakdown.
- Have an even demeanor in stressful situations, be able to work outside in hot weather, and be prepared to work long hours.

The required schedule is as follows:

- Wednesday, July 18th (9:00am - 5:00pm)
- Thursday, July 19th (9:00am - 5:00pm)
- Friday, July 20th (6:30am - 11:00pm)
- Saturday July 21st (9:00am - 11:00pm)
- Sunday July 22nd (10:00am - 11:00pm)

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 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 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](mailto: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 18<sup>th</sup>, 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.