

ARTS FESTIVAL PRODUCTION MANAGER

8-10 hours per week (on average)

January-May (note: position requires some planning/training in December)

- Attend all Arts Festival meetings and coordinate production meetings.
- Assist in the development of the Arts Festival event schedule.
- Coordinate the hiring of event staff – manage technical staff during the planning stage and the event.
- Plan for all technical needs/requirements for event sites.
- Coordinate with technicians working for arts festival – including sound, lighting, equipment, and staging.
- Manage Event Set-up and Breakdown, coordinating volunteers and staff.
- Assist with event clean-up and follow-up.
- Other clerical duties as assigned.

Skills:

- Microsoft Office software products.
- Performing arts production experience required.
- Some past experience with the arts festival is helpful.

NOTES:

- Work will escalate through spring until the festival.
- Must be available for entire festival week (April 21-25, 2009)
- Payment is facilitated through regular BC payroll system, following the BC student employment guidelines for salary.
- Undergraduate or graduate students with appropriate experience may apply.
- Salary \$12-\$15 depending on experience.

Applicants should submit their resume and the job application to arts@bc.edu by November 14. More details about the BC Arts Festival at www.bc.edu/artsfestival - including a complete listing of event production opportunities