

JOBS FOR THE SPRING SEMESTER - PAID

*These are major office jobs for the festival which will provide valuable experience and help students develop administrative and planning skills while contributing to a major university event. Applicants should submit their resume and the job application to the Arts Festival Director at ianno@bc.edu by November 26. Applicant interviews will take place Nov 28-Dec 4 for candidates with the most relevant qualifications.

ARTS FESTIVAL PRODUCTION MANAGER**8-10 hours per week (on average)****December-May (note: position requires some planning 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 24-26, 2008)
- Payment is facilitated through regular BC payroll system, following the BC student employment guidelines for salary.

ARTS FESTIVAL MARKETING COORDINATOR**6-8 hours per week (on average)****December-May (note: position requires some planning work in December.)**

- Assist in the assembling of marketing interns and volunteers.
- Plan and coordinate marketing team meetings.
- Communicate with marketing interns to coordinate projects.
- Manage the festival marketing calendar, keeping projects on track and on time.
- Work with Festival Director to produce all of the festival's marketing publications.
- Coordinate advertising and sign production for the festival.

Skills:

- Microsoft Office software products.
- Some marketing 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 24-26, 2008)
- Payment is facilitated through regular BC payroll system, following the BC student employment guidelines for salary.

FESTIVAL INTERNSHIPS – PAID

*These internships will provide valuable experience for students interested in developing their arts resume. People in these positions are critical to the operation of the festival. Applicants should submit the internship application to arts@bc.edu by November 26.

PROGRAMMING STAFF – PAID INTERNSHIP

NOTES for all programming positions:

- Spring only – commitment varies.
- Payment is facilitated through regular BC payroll system, following the BC student employment guidelines for salary.

Sculpture Project Coordinator

- Coordinate the annual sculpture project, managing communication with group leaders and participants.
- Plan for the marketing phase of the project, coordinating the groups and the work order center to locate the sculptures.
- Plan for the exhibition phase of the project – coordinating exhibition layout and signs.

- *Studio art experience required.*
- *Light planning work begins immediately, but bulk of work is in March/April.*

PRODUCTION STAFF – PAID INTERNSHIPS BY THE HOUR

NOTES for all production positions:

- Spring only – commitment varies.
- Must be available for entire festival week (April 24-26, 2008)
- Payment is facilitated through regular BC payroll system, following the BC student employment guidelines for salary.

Site Directors (2) - O’Neill Plaza Main Tent and Gasson Hall

- Assist in planning production needs for site, including staging, equipment, instruments, sound, lights, and all front-of-house needs.
- Coordinate staffing and volunteers for the site.
- Manage festival schedule on site and coordinate performances.
- Oversee all activities at the site during the festival, ensuring excellent customer service to audience.

- *Performing arts production experience required.*
- *Mid-February through early May. Work will escalate through festival. Must be on-site for all of festival.*

Stage Managers (3) – O’Neill Plaza Main Tent (2) and Gasson Hall (1)

- Manage festival schedule backstage, working with performing groups, emcee, and sound technician to keep festival on time.
- Manage backstage area and equipment stored there. Oversee stage crew.
- Ensure good experience for audience members and performers.

- *Performing arts production experience required.*
- *Some planning meetings in March/April with bulk of work during week of festival. Must be on-site for all of festival.*

House Manager – O’Neill Plaza Main Tent

- Manage the house, assisting audience members, passing out programs, anticipating problems, answering questions about the festival, and in general, assist festival staff in managing the site.
- Coordinate hosts/hostesses in serving audience.

- Ensure good experience for audience members and performers.
- *Performing arts production experience required.*
- *Some planning meetings in March/April with bulk of work during week of festival. Must be on-site for all of festival.*

Festival Production Assistant

- Order supplies and prep materials needed for all event sites. Manage supply inventory during festival and restocking and supplying all information tables at sites as necessary.
- Prepare name tags and badges for festival staff and volunteers.
- Make deliveries and pick up production and marketing materials as needed during weeks before festival.

- *April only position.*

Art Tent Site Director

- Assist in planning production needs for the student art exhibits (including art tent and Devlin 4th floor exhibit as needed).
- Coordinate set-up crew, working with studio faculty to curate, hang and break down exhibits.
- Oversee all activities at art tent during the festival, ensuring excellent "customer service" to all audience members.

- *Studio Art experience*
- *Planning meetings in Jan/Feb/March, bulk of work in April.*

Art Tent Site Manager

- Oversee art exhibit and safety of art work.
- Manage tent during exhibition hours, assisting audience members, passing out programs, anticipating problems, answering questions about the festival

- *Studio Art experience*
- *Planning meetings during April, set-up day before festival and scheduled hours before and after the festival*

FESTIVAL INTERNSHIPS – UNPAID

*These internships will provide valuable experience for students interested in marketing. Coordinators will work with the entire festival marketing team – office staff and volunteers – to promote the festival. Applicants should submit the internship application to arts@bc.edu by November 26.

MARKETING STAFF – UNPAID INTERNSHIPS

External Marketing Coordinator

- Coordinate distribution of festival marketing materials off campus such as mailings and placing flyers/posters off campus.
- Coordinate and work with a team of volunteers to execute the projects.
- Requires participation in team meetings, research, and materials preparation.

- *Late Jan through April.*

Internal Marketing Coordinator

- Coordinate distribution of festival marketing materials on campus such as AF schedules, flyers, buttons, and letters/mailings.
- Coordinate and work with a team of volunteers to execute the projects.
- Requires participation in team meetings, research, and materials preparation.

- *Late Jan through April.*

Target Marketing Coordinator

- Plan and execute marketing for specific events identified by the Festival Director
- Coordinate and work with a team of volunteers to execute the projects.
- Requires participation in team meetings, research, and materials preparation.

- *Late Jan through April.*

Poster Coordinator

- Coordinate distribution of festival posters on campus - including kiosk coverage and maintenance.
- Coordinate and work with a team of volunteers to execute the project.
- Requires participation in team meetings, research, and materials preparation.

- *Late Jan through April.*