



## PVDFest 2018 Call for Zone Manager

**Title of Position:** PVDFest 2018 Zone Manager

**Stipend: \$1,000.00**

**Start Date:** April 15th, 2018

**End Date:** June 15th, 2018

### DESCRIPTION

PVDFest is looking for 5 (five) Zone Managers to oversee activities within the Festival Footprint . This position requires a nimble mind and the capacity to problem solve on the spot while maintaining an amicable attitude towards the public, artists, and festival staff and contractors. It is also a great opportunity to bring together excellent management skills and a desire to work with and on behalf of the residents of Providence.

Zone Managers will join the dynamic PVDFest team to create an exhilarating community celebration filled with art and music. Before the festival, the position will require attending meetings (estimated at **10 hours total**) and during the festival it will require continuous presence on site (estimate of **30 hours total**).

**When is PVDFest?** PVDFest 2018 will be held on June 7<sup>th</sup> thru June 10<sup>th</sup>, 2018. Each day will have different offerings for the public.

**What is PVDFest?** For the fourth year, Mayor Jorge O. Elorza, the City of Providence Department of Art, Culture + Tourism, and founding creative partner FirstWorks will host PVDFest, Providence's signature art festival, June 7-10, 2018. Providence's world-renowned art, culture and culinary community join forces with artists from across the country and globe to deliver a once in a lifetime experience. Live music, dance, food, and visual art installations transform the city in a four-day, multi-arts take-over of public spaces, parks, and outdoor stages in the heart of Providence, Rhode Island. Find out more at [www.pvdfest.com](http://www.pvdfest.com)

With the fourth installment of PVDFest, AC+T aims to raise the visibility of the creative sector, create new opportunities for local artists to participate in the festival, and increase cultural participation by co-presenting high quality programming for diverse audiences.

### The Zone Manager is responsible for:

- Assisting artists performing in PVDFest 2018
- Managing audio issues and performance times for multiple stages at once
- Assisting production personnel
- Managing volunteers who assist with production needs
- Attending **3 (three)** festival meetings
- Remaining informed by, and in communication with, the PVDFest production team before and during the event, including by e-mail, telephone, SMS, etc.



- Performing assigned duties within a designated geographic zone on Sunday June 9rd, 2018 and Sunday June 10th, 2018.
- Showing a respectful and amicable attitude towards all staff, contractors and audiences involved with the festival
- Assisting with setup and breakdown of PVDfest
- Taking on other appropriate duties related to the festival at the discretion of the Director(s), and/or Producer(s).

**Qualifications:**

- Demonstrated understanding of organizational structure and hierarchy
- Demonstrated capacity to manage complex scheduling
- Ability to work in a fast-paced, collaborative environment
- Excellent interpersonal and communication skills
- Ability to interact professionally with colleagues and outside partners
- Ability to learn quickly and operate effectively under pressure
- Excellent time management skills
- Experience working in medium to large production settings
- Bilingual fluency in English and Spanish preferred, but not required

**APPLICATION INSTRUCTIONS:** Please send a cover letter which clearly articulates your interest and qualification for the position. Place "PVDfest 2018 Zone Manager" in the subject line and send electronic submissions to Hernan Jourdan, at [hjourdan@providenceri.gov](mailto:hjourdan@providenceri.gov)  
Deadline: This position will remain open until filled.

**Thank you, we appreciate your interest**