



PVDFest 2019 Call for Production Manager

Title of Position

Production Manager

Pay:

10,500.00

Job time frame:

April 1st - June 30th

DESCRIPTION

PVDFest 2019 is seeking an organized and experienced individual to partner with our fiscal agent and funding creative partner Firstworks PVDFest to assist with the management of all rental, operations including production and technical aspects of PVDFest .

IMPORTANT NOTES

- Deadline: This position will remain open until filled.

What is PVDFest?

PVDFest is a free, four day festival in downtown Providence on June 6–June 9.

Live music, dance, food, and visual art installations transform the city for a four-day, multi-arts take-over of public spaces, parks, and outdoor stages in the heart of Providence, Rhode Island. Artists from across the globe join the Ocean State's finest for a free outdoor party that inspires the soul, fires the spirit, and has thousands dancing in the streets. The cityscape pulses with cultural energy and urban spectacle in this Creative Capital celebration. Produced by the City of Providence with founding partner First Works, in its fourth year PVDFest has become a signature, much-anticipated celebration for residents and visitors alike.

Find out more at www.pvdfest.com

The Production Manager is responsible for:

- Managing set lists for artists performing in PVDFest
- Show initiative, flexibility and good humor
- Working with various production companies on behalf of local, regional and international artists
- Managing and creating production schedules for performers, while balancing audio concerns of multiple stages at once
- Working with ACT and public safety to ensure that all festival parts are adhering to all safety regulations.
- Overseeing all festival related rentals including; tables and chairs, portapotties, and golf carts
- Assisting in the development and implementation of a comprehensive trash plan
- Managing any production crew members who assist with production needs
- Not exceeding the budget set forth for production needs
- Overseeing and keeping accurate records regarding mapping and the festival footprint.
- Regularly attending internal festival meetings to maintain in communication with the production team
- Exemplifying excellent management and communication skills
- Providing consistent office hours between 9-5, Monday through Friday
- Performing other related duties as assigned



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- Producing a final report of PVDFest incorporating thoughts and summaries from all subcommittees as well as a written set of recommendations for PVDFest 2018.

Qualifications

- Show initiative, flexibility and good humor
- Must have live show production experience
- Experience managing large and complex projects.
- Passion for Providence's arts, cultural diversity and creativity.
- Comfort with using PC-based Microsoft Office suite to create spreadsheets and other documents.
- Familiarity with online workflow systems such as Asana, Dropbox etc.
- Experience with technical design for outdoor performances and ability to adapt to performers' needs.
- Respectful but firm style in negotiating performer schedule adjustments
- Ability to manage the needs of multiple stakeholders and projects simultaneously.
- Excellent organizational and communication skills.
- Excellent customer service and interpersonal communication skills, with ability to interact professionally with colleagues and external partners
- Ability to communicate effectively both orally and in writing.
- Ability to learn quickly and be effective in a fast-paced environment
- Excellent organizational, time management, and follow-up skills
- Acute attention to detail
- Bilingual fluency in English and Spanish preferred, but not required

APPLICATION INSTRUCTIONS: Please send resume and a cover letter which clearly articulates your interest and qualification for the position. Place "PVDFest 2019 Production Manager" in the subject line and send electronic submissions to Lizzie Araujo, at laraujo@providenceri.gov.

Thank you! We appreciate your interest.

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