



PVDFest 2019 Call for Zone Manager

Title of Position: PVDFest 2019 Zone Manager

Stipend: TBD

Start Date: May 16th, 2019

End Date: June 16th, 2019

Description

PVDFest is looking for 5 (five) Zone Managers to oversee activities within the Festival Footprint. This position requires strong event management skills, good predisposition towards problem solving on the spot, and an amicable attitude towards the public, artists and festival workers. 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.

The Zone Managers will join the dynamic festival team that creates 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 2019 will be held on June 7th through June 9th with each day will have offerings for the public.

What is PVDFest?

For the fifth year, Mayor Jorge O. Elorza, the City of Providence's Department of Art, Culture+ Tourism and founding partner FirstWorks will host PVDFest, Providence's signature art festival, June 6-9, 2019. Providence's world-renowned art, culture and culinary community join forces with artists from around the corner and across the 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

The Zone Manager is responsible for:

- Assisting artists performing in PVDFest 2019
- Managing audio concerns and performance times for multiple stages at once
- Assisting any production crew members and/or managing volunteers who assist with production needs
- Attending 5 (five) festival meetings with the operations and production teams
- Exemplifying excellent management and communication skills
- Perform management duties within the assigned zone on Saturday June 8th and Sunday June 9th
- Showing a respectful and amicable attitude towards all people involved with the festival



- Assisting with setup and breakdown of PVDfest
- Responding to communications before and during the event, including e-mail, telephone, handheld radio etc.
- Other duties 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 external 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 2019 Zone Manager” in the subject line and send electronic submissions to Raymond Coia, at rcoia@providenceri.gov
Deadline: This position will remain open until filled.

Thank you, we appreciate your interest