



PVDFest 2021 Call for Administrative Coordinator

Title of Position: Festival Administrative Coordinator

Compensation: \$11,000.00

Job time frame: As soon as possible, no later than June 20, 2021, through October 29, 2021

DESCRIPTION

PVDFest 2021 is seeking an organized and experienced individual to coordinate all festival administration; including but not limited to managing artist contracts and employment paperwork, invoices, artist communication, production schedules, and other support. The Administrative Coordinator will work with both the FirstWorks and ACT office/team on all PVDFest 2021 projects.

What is PVDFest?

The City of Providence's Department of Art, Culture+ Tourism and founding partner FirstWorks host PVDFest, Providence's signature art festival. 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 multi-day, multi-arts take-over of public spaces, parks and outdoor stages in the heart of Providence, Rhode Island. 2021 Festival events will take place June-September, culminating in *Rejoice with Providence* on September 25-26, 2021.

Find out more at www.pvdfest.com

The Festival Administrative Assistant is responsible for:

- Managing and tracking contract and employment paperwork for all artists
- Confirming production details with artists
- Showing initiative, flexibility and good humor
- Providing consistent office hours at both the FirstWorks and ACT offices
- Managing multiple documents for various stakeholders
- Managing sensitive documents
- Ability to create and implement payment systems
- Writing and editing professionally
- Courteously fielding phone and email communication
- Supporting existing office management for PVDFest
- Attending Festival meetings to take minutes, track and complete action items
- Exemplifying excellent time management skills

Qualifications:

- Must be available 20-25 hour per week between position start date and October 29, 2021
- Passion for Providence's arts, cultural diversity and creativity.
- Proficiency with Microsoft Office suite for PC, specifically Excel
- Proficiency with Google applications
- Familiarity with online workflow systems such as Asana and Dropbox



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- Experience engaging diverse communities
- Ability to manage the needs of multiple stakeholders and projects simultaneously
- Excellent customer service and interpersonal communication skills
- Ability to interact professionally with colleagues and external partners
- Ability to work between two offices
- 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 attention to detail
- Bilingual fluency in English and Spanish preferred, but not required
- Access to reliable transportation preferred

APPLICATION INSTRUCTIONS:

- Please send a resume with a cover letter which clearly articulates your interest and qualification for the position.
- Please include at least 3 professional references
- Send electronic submissions to Marissa Hutton mhutton@first-works.org with subject line, **"PVDFest 2021 Administrative Coordinator"**

Thank you, we appreciate your interest