



DESCRIPTION

PVDFest 2022 is seeking various organized individuals to support all elements of production and operations at the festival this year.

What is PVDFest?

Mayor Jorge O. Elorza, the City of Providence's Department of Art, Culture+ Tourism and founding partner FirstWorks will once again host PVDFest, Providence's free outdoor signature arts festival, June 10-12, 2022. After an unimaginable two years, artists and performers from around the corner and around the globe will reinvigorate and rebuild Providence's world-renowned art and culture community and showcase the Creative Capital. The three days of PVDFest programming will once again culminate on Sunday, June 12 with live music, dance, food, and visual art installations that will transform downtown Providence.

Find out more at www.pvdfest.com

Stage Managers:

Duties including but not limited to:

- Assisting with all the events preparation and set-up of the equipment for successful events
- Assisting artists performing in PVDFest 2022
- Managing assigned stage and designated areas
- Managing all artist concerns (may include audio concerns, performance times etc)
- Assisting any festival staff and/or managing volunteers who assist with production needs
- Ensure code of conduct is being followed by all performers
- Attending 3 - 4 festival meetings with the production team
- Ensure all safety procedures are being followed
- Exemplifying excellent management and communication skills
- 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, etc.
- Other duties at the discretion of the Director(s), Producer(s), and/or ACT Team

Production Assistants:

Duties including but not limited to:

- Assisting with all the events preparation and set-up of the equipment for successful events
- Able to lift 50 pounds
- Ability to stand for long periods of time
- Self-directed
- Problem solver
- Assisting any festival staff and/or managing volunteers who assist with production needs
- Attending 3 festival meetings with the ops team
- Ensure all safety procedures are being followed
- Exemplifying excellent management and communication skills
- 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, etc.
- Other duties at the discretion of the Director(s), Producer(s), and/or ACT Team

Clean Team:

Duties including but not limited to:

- Assisting with all the events preparation and set-up of the equipment for successful events
- Assisting any festival staff and/or managing trash or waste throughout the festival footprint
- Attending 2 festival meetings with the operations team
- Ensure all safety procedures are being followed
- Exemplifying excellent management and communication skills
- 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, etc.
- Other duties at the discretion of the Director(s), Producer(s), and/or ACT Team

Festival Runner

Duties including but not limited to:

- Carrying and moving items over 50lbs between festival venues and stages
- Able to think on their feet, respond quickly and efficiently to requests.
- Assisting artists performing in PVDFest 2022

- Attending 3 – 4 festival meetings with the production team
- Strong interpersonal and problem-solving abilities
- Exemplifying excellent management and communication skills
- 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, etc.
- Other duties at the discretion of the Director(s), Producer(s), Stage Mangers, and/or ACT Team
- Must have a valid license

Sponsorship Fulfillment Team members:

Duties including but not limited to:

This team will take on lead on VIP party check-in, Hospitality lounge check-in and entry, greeting sponsor representatives at check-in on Exchange Terrace throughout the Festival weekend, general footprint orientation. Appropriate candidates will be comfortable interacting with a variety of constituents, problem solving, cool under pressure, and maintain a professional demeanor.

Hospitality Runners

Duties including but not limited to:

- Able to think on their feet, respond quickly and efficiently to requests.
- Assisting all artists performing in PVDFest 2022
- Attending 3 – 4 festival meetings with the production team
- Strong interpersonal and problem-solving abilities
- Exemplifying excellent management and communication skills
- 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, etc.
- Other duties at the discretion of the Director(s), Producer(s), Stage Mangers, and/or ACT Team

APPLICATION INSTRUCTIONS:

- Please send a resume with a cover letter which clearly articulates your interest and qualification for the position.
- Please include at least 2 professional references
- Send electronic submissions to Marissa Hutton mhutton@firstworks.org with the position title in the subject line

Thank you, we appreciate your interest!