



PVDFest 2023 Call for Rental Manager

Title of Position: Rental Manager

Pay: \$1,500

Job time frame (including lead up, festival, post fest): Aug 24- Sept 14 (~42h)

Rental Manager responsibility may include:

Week Before & After Festival

- Assisting with rental deliveries and pick-ups
- Attending 3 – 4 festival meetings with the production team before the festival
- Responding to communications before and during the festival, including e-mail, telephone, etc.

During Festival

- Ensuring Golf Cart Procedures are being followed
- Ensuring only authorized personnel have access to golf carts
- Maintaining safety and good condition of all rentals
- Maintaining an accurate inventory of all golf carts, equipment, and accessories.
- Tracking rentals, returns, damages, and repairs of golf carts and equipment.
- Providing thorough training to all golf cart operators on safe driving practices and rules.
- Conducting regular safety inspections and maintenance checks on golf carts to ensure compliance with safety standards.

Qualifications:

- Excellent management and communication skills
- A respectful and amicable attitude towards all people involved with the festival
- Other duties at the discretion of the Director(s), Producer(s), and/or ACT Team
- All operators of Golf Cars must be licensed drivers over the age of 18

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.



PVDFest 2023 Call for Rental Manager

- Include “PVDFest 2023 Rental Manager” in the subject line and send electronic submissions to Marissa Hutton mhutton@firstworks.org

Thank you, we appreciate your interest!