



PVDFest 2023 Call for Zone Manager

Title of Position: Festival Zone Manager

Pay: \$35 per hour

Job time frame: Weekend of Festival (Thursday 9/7 though Sunday 9/10)

DESCRIPTION

PVDFest 2023 is seeking an organized and experienced individual to manage, coordinate, oversee a designated zone within the festival footprint, including stages, vendors, activations, and other attractions.

Find out more about PVDFest by visiting at www.pvdfest.com

The Festival Zone Manager responsibilities may include:

- Assisting artists performing in PVDFest 2023
- Coordinating and communicating between various zones, vendors, stages, activations, and other stakeholders
- Addressing any technical, logistic, or production issues within zone promptly
- Transporting heavy items between festival activations and stages
- Assisting other Zone Managers, Stage Managers, and Production Assistants when necessary
- Showing a respectful and amicable attitude towards all people involved with the festival
- Attending 3–4 festival meetings with the production team
- Responding to communications before and during the event, including e-mail, telephone, etc.
- Assisting with setup, breakdown, and sanitation plan of PVDFest
- Other duties at the discretion of the Director(s), Producer(s), Stage Managers, and/or ACT Team

Qualifications:

- Flexible availability for all PVDFest weekend events.
- Passion for Providence's arts, cultural diversity, and creativity.
- Experience engaging diverse communities.
- Familiarity with Microsoft Office suite and online workflow systems such as Asana, Outlook, & Gmail suite.



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- Ability to manage the needs of multiple stakeholders and projects simultaneously.
- 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 as well as editing/data entry skills.
- Valid license

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

Thank you, we appreciate your interest!