



## 2024- Artist Services Coordinator

**The Artists Services Coordinator is responsible for:**

- Start date: June 1, 2024
- End date: End of September
- Rate: \$12,000
- Hours:
  - Providing consistent office hours between 9am-4pm, Monday through Friday, with at least 2 consistent in-office days.
  - Availability in-person, Monday through Friday, 9am-5pm, Aug 12th thru Sept 4th
  - Available early morning to late evening, Sept 5th-Sept 9th
  - Working with the entire PVDFest team to restore the City to pre-festival status by Monday Sept 9th.
  - Working with the PVDFest team on final reporting and debriefing throughout September.

**General Skills:**

- Exemplifying excellent time management and communication skills, oral and written in email and phone communications.
- Must be self-starting and take initiative, while remaining flexible and accommodating and must be able to interact with many different types of personalities
- Must be able to use Microsoft and Asana
- Must be able to lift 50lbs and stand and walk for extended periods of time

**Job Description:**

**ADMINISTRATION:**

- Overseeing and keeping accurate records regarding rental items & placement
- Not exceeding the budget set forth for operational needs and flagging any potential budgeting issues.
- Overseeing and keeping accurate records regarding ops staff placement and hours for payment
- Producing a final report of PVDFest 2023 incorporating thoughts and summaries from all subcommittees as well as a set of written recommendations for PVDFest 2025.

**COMMUNICATIONS and PLANNING:**



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- Working with the PVDFest Panel to determine stage line ups
- Scheduling performing artists and confirming stage times
- Communicating with artists and answering any/all questions they have throughout the booking process.
- Working with ACT Administrative Coordinator for artists' contracts.
- Working with ACT Administrative Coordinator to host two info sessions for artists (one virtual and one in-person).
- Working with the PVDFest Production team on production tasks such as drafting staff manuals and set up breakdowns each day of the festival.

### EVENT DAY-OF OPERATIONS:

- Point person Ensuring all artists have knowledge of their stage times and additional production details.
- Having a good working knowledge of the Festival footprint, stage and amenities placements.
- Ensuring a smooth day of operations from Sept 6th through Sept 8th
- Lead on indoor space organization and logistics including set up and breakdown for festival days.
- Support Production team with PVDFest Parade day of
- Performing other related duties as assigned

PVDFest is an Equal Opportunity Employer. We are committed to a diverse workplace. Women, gender nonconforming, persons of color, and persons with disabilities are encouraged to apply.

### Application Instructions:

Please send a resume with a cover letter which clearly articulates your interest and qualification for the position with PVDFest.

Place “**Artist Services Coordinator**” in the subject line and send electronic submissions to Allie Barry at [abarry@providenceri.gov](mailto:abarry@providenceri.gov)

**Thank you, we appreciate your interest!**