



PVDFest 2024 Call for Festival Administrator

Title of Position

Festival Administrator

Pay:

\$5,500.00, roughly \$30 an hour at 10-15 hours a week for 13 weeks. More details to be determined with schedule and availability of candidate.

Job time frame:

Late June thru Mid-September 2024. Must be available on site for all festival hours September 6th-8th (tentative start date of June 24th and possible end date of September 20th).

DESCRIPTION

- PVDFest 2024 is seeking an organized and experienced individual to support coordination of all festival administration; including but not limited to artist contracts, submissions spreadsheet invoices, product ordering and procurement, artist communication, as well as production schedules. They will work with both FirstWorks and ACT teams. This role reports directly to the ACT Administrative Coordinator and supports that role along with the festival Planning and Production team.

Important Notes:

- This role can have a combination of onsite working hours and remote time. Must be on site in Providence at ACT office at least once a week to be eligible for this role, 100% remote not applicable.
- This position reports directly to the Administrative Coordinator at ACT Providence and works closely with FirstWorks and whole festival team.
- Deadline: This position will remain open until filled.

The Festival Administrator is responsible for:

- Showing initiative, flexibility and good humor.
- Managing multiple documents for various stakeholders.
- Creating and managing all artist contracts.
- Handling W9 and other sensitive documents.
- Ability to implement and track payment systems as well as assist with vendor payments as needed.
- Writing and editing professionally and quickly.
- Courteously fielding email communication with artists, partners, and community members.
- Welcoming all artists and running the Artist check-in area as well as supporting all festival staff throughout festival weekend.



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- Supporting existing office management for PVDFest.
- Attending Festival meetings as needed.
- Ability to communicate effectively both orally and in writing.
- Exemplifying excellent time management skills.
- Adapting to changing and varying work cultures.

Qualifications:

- Must have some weekday availability during time frame of contract (time to be determined but must be between 8am-5pm M-F and available for all festival weekend events).
- Passion for Providence's arts, cultural diversity, and creativity.
- Proficiency with Microsoft Office suite for PC.
- Familiarity with online workflow systems such as Asana, Outlook, & Gmail suite.
- Experience engaging diverse communities.
- 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.
- Must be responsive to deadlines and timelines as well as being highly communicative.
- This role includes standing and walking for long periods of time, lifting 30lbs, and requires reliable transportation to downtown Providence (mostly for festival weekend only).

Application Instructions:

- Please send a resume with a cover letter which clearly articulates your interest and qualification for the position with PVDFest.
- Please include at least 2 professional references.
- Place "**PVDFest 2024 Festival Administrator**" in the subject line and send electronic submissions to Ellary Gamache egamache@providenceri.gov.

Thank you, we appreciate your interest!