



2024- PVDFest Production Coordinator

The Production 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:

COMMUNICATIONS and PLANNING:

- Being a central point of communication for ops during the planning phase and during PVDFest with core planning team, temp staff, local performers, guest panelists, volunteers, craft vendor manager, and food village manager.
- Ordering, receiving and distributing all festival rental needs (golf carts, storage pods, porta potties, tables/chairs, general and misc non-durable supplies.)
- Having an understanding of general Festival Safety plan
- Assisting and supporting the PVDFest 2024 trash plan
- Alerting the operations team to problems during the planning and implementation phase



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- Regularly attending internal festival meetings (safety, ops and team) to maintain communication with the production team
- Hiring stage managers and other production team members (Zone managers.)
- Creating and distributing manuals for stage managers and zone managers

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 2024 incorporating thoughts and summaries from all subcommittees as well as a set of written recommendations for PVDFest 2025.

EVENT DAY-OF OPERATIONS:

- Point person Ensuring all rental items are received and returned without financial penalty
- Having a good working knowledge of the Festival footprint, stage and amenities placements.
- Ensuring smooth day of operations for Sept 6th thru Sept 8th
- Lead for day of staff on outdoor space organization and logisitcs set up and breakdown for festival days.
- 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 “**Production Coordinator**” in the subject line and send electronic submissions to Allie Barry at abarry@providenceri.gov

Thank you, we appreciate your interest!



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