

# PRESCOTT PARK ARTS FESTIVAL

## 2024 Concert Production Assistant

**Prescott Park Arts Festival**, a well-established and dynamic non-profit performing arts organization, is seeking to hire a Concert Production Assistant for the River House Concert Series. This position will join the experienced, fun, award-winning, and fast-paced team responsible for organizing this popular summer Seacoast tradition that features over 70 diverse performances from June through October each year. Events include weekly concerts, food and music festivals, movie nights, a mainstage musical production, and more!

Prescott Park Arts Festival has emerged as a cultural leader in the Seacoast, and reaches nearly 150,000 people through its events, all offered for suggested donation in Portsmouth's beautiful downtown Prescott Park. The Festival's contribution to the local economy in show and visitor related spending has swelled to \$7.5 million annually.

### Job Description Details

This position calls for a dedicated, hard-working individual to assist the Production Manager in the preparation and execution of PPAF's River House Concert Series. This person will also provide assistance for the Summer Mainstage Musical, Movie Series, and the other community events that the Festival produces during the summer, as needed. The Concert Production Assistant will serve as an essential member of the production team and will work with all members of the production staff, while reporting directly to the Production Manager. This position requires an individual who can multitask, is extremely organized, thrives in a fast-paced environment, and is enthusiastic about the technical and creative aspects of live-entertainment production, including concerts, theatrical productions, dance, and more.

### Responsibilities include, but are not limited to:

- Assisting the Production Manager and Technical Director in the seasonal preparation of the Concert Series
- Assisting with the preparation for the Summer Mainstage Musical as needed
- Divided with the Concert Production Assistant, operating, maintaining, and safeguarding the technical aspects of Movie Nights, including setting up the screen and projector and running the movies
- Assisting the Production Manager with the execution of concerts, including assisting with lighting, sound, and communication equipment
- Assisting the Technical Director with performing safety checks of the Festival's technical equipment and making minor repairs when needed
- Assisting with all load-ins/outs of all rentals and equipment as they pertain to concert artists
- Maintain cleanliness of all performance areas and areas where performers will be, including but not limited to the tented backstage area as well as all cast and production trailers and artist greenrooms.

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- Oversee the purchase and setup of all hospitality items in accordance with visiting artists' riders, and with oversight from the Production Manager with approval from the Executive Director

**Preferred skills and other requirements include but are not limited to:**

- Enthusiasm for live event production
- Have demonstrated success in previous production work or be working toward a degree in production
- Detail-oriented with the ability to work independently and as part of a team
- Access to a vehicle whenever scheduled on-site
- Willingness to perform, at times, physically demanding tasks, with the ability to lift items potentially weighing up to 50 pounds
- Must be comfortable standing and walking outside on uneven ground and other surfaces
- Must be able to endure working outside in, at times, extreme heat and/or inclement weather conditions
- A desire to learn and participate in all aspects of production for live entertainment
- Availability both during the week and on the weekends for both daytime and evening hours
- A sense of humor and joy for the job!

*Prescott Park Arts Festival is deeply committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. We strongly encourage those with the following identities to apply: Black, local Indigenous, people of color and people with intersecting identities including LGBTQIA+, women and non-binary people, people living with disabilities and others with lived experience being part of marginalized communities.*

**Applications should be submitted to Casey Roland, Production Manager at Prescott Park Arts Festival, at [production@prescottpark.org](mailto:production@prescottpark.org). Please include a cover letter and a resume, listing all previous work experience. We love learning about our applicants, so don't hesitate to show off what makes you YOU! No phone calls please.**

**Salary:** \$6000 stipend paid by-weekly in accordance with the regular PPAF payroll schedule

**Hours:** Part-time beginning mid-May and ending mid-September