
Position/Title: Citywide Production Assistant

Dates: June 1 - August 31, 2019

Job type: Part-time, Event, Hourly

Salary: Commensurate with experience

Application Deadline: April 22, 2019

Contact: Send resume and cover letter to ArtsJobs@CityParksFoundation.org
Applications submitted without a cover letter will not be considered.

ABOUT CITY PARKS FOUNDATION

City Parks Foundation (CPF) is the only independent, nonprofit organization whose mission is to offer programs in public parks throughout the five boroughs of New York City. We are dedicated to invigorating and transforming parks into dynamic, vibrant centers of urban life through sports, arts, community development, and education programs for all New Yorkers. Our programs and community building initiatives -- located in more than 400 parks, recreation centers, and public schools across the city -- reach 300,000 people each year. Our ethos is simple: we believe thriving parks mean thriving communities.

- We present the largest free, outdoor performing arts festival in NYC through SummerStage, presenting artists of the highest quality across multiple disciplines and genres, and marionette puppet theater in all five boroughs with our Swedish Cottage Marionette Theater and the roving PuppetMobile.
- Partnerships for Parks, a public-private program of City Parks Foundation and NYC Parks, supports and champions a growing network of leaders who care and advocate for the transformation of their neighborhood parks.
- We connect youngsters to nature in the urban environment with education programs that provide learning experiences through classroom and hands-on activities in parks, urban forests, coastal areas, gardens, and recreation centers.
- Free golf, tennis, track & field, soccer, and fitness programs bring high-quality instruction and equipment into areas where few organized athletic opportunities exist. We offer leveled training, year-round scholarship coaching, and special pro events.

POSITION SUMMARY

The SummerStage Citywide festival is a 11 week free performing arts festival taking place in 16 different parks throughout New York City's five boroughs. The SummerStage Citywide Production Assistants (PAs) assist with the on-site execution of all venue, staging, security and artist hospitality needs, as directed by the Production Manager (PM), SummerStage Citywide. The PA is a part-time, hourly position, reporting to the SummerStage Citywide General Manager (GM).

RESPONSIBILITIES

- Ensure talent hospitality, guest list, and credential requirements are met.
- Maintain cleanliness and organization in the hospitality tent.
- Complete daily checklist and ensure that van is packed with all necessary items.

- Track stock of hospitality and other supplies, inform PM and/or GM when stock is running low.
- Make runs in van as directed by PM.
- Under the direction of PM, assist in the setup and strike of various stage and house production elements. Specific tasks vary depending on production requirements and include but are not limited to:
 - Load-in and out of sound & lighting packages, backline, microphones and other technical gear
 - Installation and strike of stage pipe & drapes and dance flooring
 - Assembly and strike of house infrastructure including artist hospitality and marketing tents, house seats, sponsor activations, etc.

QUALIFICATIONS

- A minimum of three years experience as a production assistant for a performing arts center, music venue, and/or major tour required. Festival/outdoor production experience is a plus.
- Ability to work well under pressure and to calmly adapt to quickly changing situations required.
- Punctuality and reliability required.
- Knowledge of audio equipment and band gear helpful.
- General carpentry skills helpful.
- Ability to travel to various parks throughout NYC. Knowledge of the five boroughs of NYC helpful.
- Valid NYS driver's license and clean driving record helpful.
- Ability and willingness to work early mornings, late nights, and weekend shifts.
- Ability and willingness to work outdoors in all types of weather, and to travel to parks throughout NYC.
- Ability to lift up to 50 lbs, work within tight spaces, move quickly, and stand for long periods of time.

CONTACT

Thank you for your interest in City Parks Foundation, an equal opportunity employer. Interested parties should email cover letter and resume to ArtsJobs@CityParksFoundation.org, with "**Production Assistant, Citywide**" in subject header. Please include salary requirements, and let us know how you heard about this position. Applications without cover letters will not be considered. Only potential candidates will be contacted. No calls, please.