



Job Title: Showcase Stage Production Assistant

Start Date: 7/16/18

End Date: 8/17/18

Hours: 40 hrs per week

Compensation: \$12 per hour

Objective:

Assist in the coordination, promotion and execution of events and entertainment taking place on the Buffalo Chip's seven stages in order to provide a memorable and positive festival experience for both guests and entertainers.

Job Description:

The Showcase Stage Production Assistant will assist in the following:

- Pre-event communication between the Showcase Stage Manager and contracted talent to relay schedules and arrange accommodations.
- Distribution of event promotional materials and placement of signage.
- Creation of contest prize packs.
- Provision of designated passes for entertainers.
- Communication of load-in/sound-check times with artists and sound engineers.
- Fulfillment of hospitality requests.
- Transportation of performers and their gear.
- Execution of onstage entertainment and events.
- Additional support for Showcase Stage Manager as needed.

Qualifications and Skills:

- Must be self-motivated.
- Strong communications skills.
- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks at the same time.
- Ability to use basic tools.
- Ability to lift 50 lbs.

Apply online at www.buffalochip.com/COMMUNITY/Employment