

STURGIS BUFFALO CHIP[®]

Job Title: Showcase Stage Production Assistant

Start Date: 7/31/23

End Date: 8/13/23

Hours: Full Time +

Objective:

Assist in the coordination, promotion and execution of events and entertainment taking place on the Buffalo Chip's side 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:

- Setting up sound equipment and staging for special events.
- Diagnosing and resolving technical problems when they occur.
- Executing onstage entertainment and events.
- Communicating load-in/sound-check times with artists.
- Creating production schedules.
- Distributing event promotional materials and placing signage.
- Acquiring and distributing contest prizes.
- Preparing dressing rooms.
- Providing designated passes to entertainers.
- Preparing and disseminating emcee talking points.
- Fulfilling hospitality requests.
- Transporting performers and equipment.
- Providing additional support for Showcase Stage Manager as needed.

Qualifications and Skills:

- Knowledge of sound equipment.
- Ability to remain cool in a high-pressure environment.
- 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