



## Production Assistant (Seasonal, May/June)

The Princeton Festival is the premier summer program of the Princeton Symphony Orchestra (PSO), a cultural centerpiece of the Princeton community and one of New Jersey's finest music organizations. Since 2005, The Princeton Festival's annual season has offered a multi-genre festival of the performing arts, including fully-staged operas, musical theater, jazz, chamber music, symphonic concerts, piano, organ and vocal recitals, dance, world music, and a piano competition. The Festival also offers a free public lecture series prior to each season and engages students and adults alike through its intergenerational community programs. It features nationally-renowned professional artists and regularly collaborates with other New Jersey performing arts organizations.

The Festival is presented in an outdoor performance tent built on the grounds of Morven Museum & Garden in Princeton, NJ.

### **JOB TITLE**

Production Assistant (Seasonal, May/June)

### **POSITION**

The Production Assistant's role is to provide operational support to the artistic team. This is a part-time, temporary position for performances that take place during the Princeton Festival in June 2024. Reporting to the Assistant Director of Operations, the Production Assistants work closely with the Director of Artistic Operations, musicians, orchestra librarians and personnel managers, venue staff, guest artists, Festival staff, seasonal production crews, and vendors.

### **ESSENTIAL JOB FUNCTIONS**

- Festival Production:
  - Assist with the planning and implementation of concert production elements such as stage and technical requirements, logistical arrangements, and working with venue partners.
  - Set up and tear down equipment needed for rehearsals, concerts, and other events.
  - Transport PSO-owned and rented equipment to/from venues.
  - Assist in venue maintenance.
- Artist Services:
  - Aid in the efforts to deliver on guest artist riders including hospitality needs and local transport.
  - Maintain backstage cleanliness and organization.
  - Assist with travel arrangements for musicians and guest artists, including driving artists if needed.

### **QUALIFICATIONS**

- Experience in concert production, technical theater, or equivalent experience.
- Organizational skills, attention to detail, and the ability to plan, prioritize, and handle multiple deadlines.

- Impeccable professionalism and excellent interpersonal skills to work with a variety of constituents from an array of lived experiences.
- High standards of integrity, credibility, and reliability.
- Excellent time management skills including commitment to attendance and punctuality.
- Works well independently and in a group setting, a true team player.
- Strong communication skills.
- Must have a valid driver's license, a clean driving record, and a reliable form of transportation.
- Ability to work a flexible schedule including days, evenings and weekends.

## PHYSICAL REQUIREMENTS

- Must be able to lift, move, and/or carry 50+ pounds.
- Must be able to stand and exert well-paced mobility for multiple consecutive hours at a time.

## COMPENSATION

This is a part-time, temporary position for rehearsals and performances that take place as part of the Princeton Festival. The Princeton Festival takes place June 7-22, 2024 with work opportunities beginning as early as May 27 and continuing until June 27. This position must be available to work a minimum of six days a week. Total hours will not exceed 40 hours/week. Pay: \$22/hour

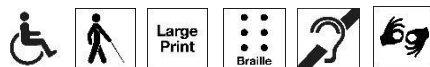
## OTHER

The Princeton Symphony Orchestra follows government guidelines regarding the COVID-19 pandemic, and at its discretion may implement policies for employees and on-site contractors that exceed those guidelines.

## HOW TO APPLY

Submit a resume and cover letter to [employment@princetonsymphony.org](mailto:employment@princetonsymphony.org) with "Production Assistant" in the subject line. **Applications will be reviewed beginning February 26th, and will continue until all positions are filled.**

The PSO reserves the right to run background checks before and during time of employment. All applications will be treated as confidential. Electronic submissions only – no phone calls. If you require any assistance or accommodations during the interview process, please include this information when submitting your application.



*The Princeton Symphony Orchestra (PSO) is deeply committed to a thoughtful, honest, and ongoing self-examination of how we are applying principles of equity, diversity, and inclusion (EDI) and antiracism within our organization. Individuals who bring diverse backgrounds and perspectives are encouraged to apply. It is our policy to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, status as a qualified individual with a disability, or any other characteristics protected by federal, state, or local law.*