

***Job Description- 2014***

**TITLE:** Production Assistant: SummerStage Kids (3 openings)  
**DATE:** Seasonal: June 1 – August 24, 2014 (12 weeks)  
**SALARY:** \$15/hour

City Parks Foundation (CPF) is the only independent, non-profit organization to offer park programs throughout the five boroughs of New York City. The organization works in over 750 parks citywide, presenting a broad range of free arts, sports, education, and community-building programs. CPF reaches more than 600,000 New Yorkers each year, contributing to the revitalization of neighborhoods throughout New York City.

SummerStage, New York City's premier free performing arts festival was founded in 1986. The festival brings performances of superior artistic caliber to large and diverse audiences, providing an important forum for emerging and established artists, and exposing audiences to a range of artistic and cultural expression.

**JOB DESCRIPTION**

The Production Assistant: Kids report directly to the Production Coordinator: Kids to provide administrative and staffing support for events in the Citywide Kids program. CPF is looking for three (3) qualified individuals to fill these vacancies.

**RESPONSIBILITIES**

- Provide administrative support, including the upkeep of schedules and recaps.
- Assist with setting up audio system
- Create and distribute daily schedules and other information.
- Assist with hospitality tasks as needed.
- Additional tasks as assigned by the Production Coordinator.

**QUALIFICATIONS**

- Minimum of one year work experience in a performing arts production capacity.
- High school diploma or equivalent and some college experience required.
- Familiarity with audio equipment including mixing boards, microphones, speakers required
- Familiarity with Microsoft Office Suite required
- Excellent written and oral communication skills.
- Strong organizational and time management skills.
- Willingness to work weekend hours.
- Valid New York State driver's license helpful.

Interested candidates should email cover letter and resume to:

[Arts@cityparksfoundation.org](mailto:Arts@cityparksfoundation.org)

Please type "Production Assistant: SummerStage Kids application from (Your Name)" in the subject line.