



Festival Production Assistant

Please put "Festival Production Assistant" in the subject line if you are submitting your application by email.

Position type: Full-time, Seasonal
Basic work week: 37.5 hours per week

OVERVIEW

Reporting to the Festival Producer, the Festival Production Assistant facilitates festival inventory control and maintenance and assists in the production, installation, and strike of seasonal festivals, including Harvest, Winterlights, and the Penrod Arts Fair.

This is a seasonal position beginning in January 2020 – May 2020 and August 2020 – November 2020.

Primary Responsibilities:

The following responsibilities describe the general nature of work for employees in this position, but this is not intended as an exclusive or all-inclusive inventory.

- Assist in installation and strike of seasonal festivals, including moving, installing, and removing temporary flooring, signage, and other festival elements.
- Operate fork lifts, lulls, and boom lifts as required for the production, installation, and strike of seasonal festivals.
- Assist the Festival Producer with overseeing the work of contractors and volunteers involved in festival production, installation, and strike.
- Organize and maintain festival inventory.
- Load and unload trucks delivering and receiving festival inventory.
- Ensure that all work performed meets safety and code requirements and the event safety standards outlined by the ESA.
- Resolve or elevate all issues encountered in festival production, installation, and strike.
- Assist in any other duties within the scope of the seasonal festival program as assigned by Festival Producer.

Required Skills:

- Basic understanding of event production
- Ability to lift and move items weighing up to 50 pounds
- Basic math
- Understanding of basic electrical requirements
- Ability to work effectively with vendors, contractors, and Newfields staff
- License to operate fork lift, boom lift, and lull preferred
- Ability to work as part of a professional production team
- Ability to perform under stress

- Excellent multitasking ability

Education and/or Experience:

- High school diploma
- 1-2 years prior event production experience
- Ability to read and interpret instruction
- Basic computer skills
- Pleasant attitude

A competitive salary is offered for all positions and a generous benefits package for full-time positions. To perform the job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To apply, please send your resume, cover letter and Newfields application to:

Mail: Newfields
ATTN: Human Resources
4000 Michigan Road
Indianapolis, IN 46208

E-mail: hr@discovernewfields.org

Fax: 317-920-2655

No phone calls, please.

About Newfields

Newfields offers dynamic experiences with art and nature for guests of all ages. The 152-acre cultural campus features art galleries, lush gardens, a historic home, performance spaces, a nature preserve and sculpture park. From inspiring exhibitions in the IMA Galleries, to concerts in The Toby, to a stroll through The Garden with a glass of something cold, guests are invited to interact with art and nature in exciting new ways. Newfields is home to the Indianapolis Museum of Art, among the ten largest and ten oldest general art museums in the nation; the Lilly House, a National Historic Landmark; The Garden, featuring 40 acres of contemporary and historic gardens, a working greenhouse and an orchard; and The Virginia B. Fairbanks Art & Nature Park: 100 Acres, one of the largest art and nature parks in the country. The Newfields campus extends outside of Indianapolis with Miller House and Garden in Columbus, Ind.—one of the nation's most highly regarded examples of mid-century Modernist architecture. For more information visit discovernewfields.org.

Diversity

Newfields recognizes that museum audiences and their interests are changing, and as Newfields transforms our audience experience, we are creating expanded, innovative opportunities to actively engage and entertain our guests. Celebrating the diversity of our donors, guests, volunteers and staff is a key part of this Newfields vision. Diversity is understanding, respecting, and valuing differences, including, but not limited to, race, color, national origin, religion, sex, sexual orientation, gender identity, protected veteran status, disability, or any other legally protected status.

Simply put, we believe our guests and donors are best served by a host team, comprised of both staff and volunteers, that reflects the diversity represented within our communities and that takes full advantage of the unique viewpoints, talents and experiences of each and every person who works here. We strive to attract and retain exceptional employees who feel comfortable in an inclusive culture that supports their ability to thrive and add their voice to the ongoing conversation.

Indianapolis

Indianapolis is a city with a MSA of 2,000,000 people. More than 60% of the population is under 44 years of age and the city's racial demographic [breakdown](#) is approximately 79% White, 16% Black, 3% Asian, and 2% other, with 7% of the overall citizenry identifying as Hispanic. In [2016 Forbes](#) named Indianapolis one of the top 10 cities to live in for young professionals citing its high standard and low cost of living, while [Vogue](#) told its readers not to call Indianapolis a "Flyover City", but to go see how vibrant it is for themselves. With a host of new bars and restaurants, nationally recognized symphony, theater, cabaret, sports teams, and the [Herron School](#) of Art + Design, Newfield's hometown is a perfect place to build a career and enjoy life.