

Job Description

Production Assistant

The Detroit Riverfront Conservancy, Inc. was formed as a 501 (c) (3) with the mission of developing access on the Detroit International Riverfront. The entire vision is 5 ½ miles of Riverfront property, from the Ambassador Bridge on the west to Gabriel Richard Park, just east of the MacArthur Bridge to Belle Isle, and will include the construction of a continuous RiverWalk along with plazas, pavilions and green spaces.

The Conservancy is responsible for the improvement, operations, maintenance and programming of the Detroit Riverfront in perpetuity.

Production Assistant position will support the operation of multi-generational orientated public programs and on site event supervision at other Detroit Riverfront Conservancy properties. She/he/they will be responsible for setup and strike including but not limited to AV, vendor and operations point of contact, site mapping, and general event support. This position is seasonal and the work week will vary and require various weekend and weeknight hours.

This position will report to the DCFY Site Manager and DRFC Programming and Event departments.

Duties and Responsibilities

- Set up and strike event or program materials including but not limited to tents, tables, chairs, and AV
- Serve as point of contact for vendors and operations at events
- Coordinate cleaning and maintenance before, after and during events.
- Coordinate the logistics for supplies, program partners and facilities for programs
- On site event supervision to ensure smooth operation for DRFC programs and events
- Serve on point for operations requests during various events and programming on Detroit RiverWalk, Dequindre Cut and DCFY.
- Act as site liaison for volunteer clean up or build projects.
- Other duties as assigned

Your background

- Background in hospitality business, parks and recreation, theater or music production, or a related field is preferred
- Experience with sound A/V, musicians, back of house, or production work
- Experience with Google Docs and proficient in Microsoft Office
- Ability to accomplish projects independently, multi-task and adapt to changes in a fast-paced work environment.
- Ability to follow instructions.
- Exceptional interpersonal communications skills (phone, email, face-to-face)
- Fantastic customer service ethic and high expectations for quality
- Experience working in park service or public service
- Passion to work outside in heat or cold and activating public space
- Capacity to lift 30 – 35 lbs.
- Must be able to stand for long periods of time
- Ability to work weekends and some weeknights – hours will vary and include weekends and weeknights. May – mid- September. 20-25 hours a week.

- Valid Driver's license is preferred.

Who you are

- A champion and advocate for the Detroit RiverFront Conservancy's mission and our visitors
- Possess a growth mindset with an openness to coaching and critical feedback
- Knowledge of the City of Detroit and enthusiasm to work in the City
- Dynamic self-starter with entrepreneurial spirit who can think strategically, with imagination, and possess a good sense of humor with the ability to challenge and inspire
- Action-oriented, decisive, quick study with proven ability to think analytically
- Ability to work well under pressure with persistence, perseverance, tenacity, integrity and patience

Production Assistant is a non-exempt, seasonal, part-time position with 20-25hrs a week. Pay rate is \$12/hr. Season will begin in early May and run through mid-September. Work week to include extensive weekend and occasional weeknight work.

To apply for this position, please send your resume, cover letter and a list of three references to careers@detroitriverfront.org as a single PDF, in the subject of the email please type your name – **DRFC Production Assistant**. We will be accepting applications until March 25. Please no phone calls.

The Detroit Riverfront Conservancy values a diverse workforce and an inclusive culture. The Detroit Riverfront Conservancy encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, and veteran status.