



Stern Grove Festival Association

Front of House - Production Assistant

Seasonal / Part Time

Organizational Profile

Founded in 1938, Stern Grove Festival is a free summer music festival in San Francisco. Now entering its 82nd season, the Festival draws 100,000 people during its ten-week series of world class performances in the beautiful Stern Grove. Past seasons have included artists from around the world, including San Francisco Symphony, OK GO, Los Lobos, Carlos Santana, Smokey Robinson, Ziggy Marley, San Francisco Opera, Lucinda Williams, and Allen Stone.

Reporting Relationships

The Production Assistant (PA) reports directly to their Area Leader. In addition, Production Assistants work closely with the Director of Operations, House Manager, Assistant House Manager, Security and Medical teams, and other SGFA Staff.

Position Description

Stern Grove Festival PA's will be responsible for venue set-up and strike, patron services/crowd control, working Concert Meadow gates, specialty booth setup and strike, emergency response protocol, senior/ADA shuttle safety and operation, and any additional duties that pertain to the smooth operations of the concert venue.

Availability and Commitment

Production Assistants must be available every Sunday from June 16 to August 18, 2019 as well as Sunday, June 2, 2019 for orientation and training day. Production Assistants are expected to be available for one workshop day prior to the season and one Saturday shift during the season (*dates and times TBD.*)

Production Assistants can expect a schedule of between 6 and 12 hours each weekend, averaging eight hours per week over the course of the Season. This includes hours available each Saturday toward infrastructure set-up (*scheduling dependent on interest and ability*).

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General Duties

- Attend pre-season orientation to learn about the organization's culture, understand the PA's role in producing the Festival, get hands-on experience with equipment, and participate in venue safety drills.
- Assist in the set-up and breakdown of infrastructure, including barricades, aisles, fencing, signage, tables and benches.
- Maintain Concert Meadow gates and monitor patron ingress and egress and perform closure procedure if needed.
- Promote public safety and cultivate a positive patron experience within assigned area by informing patrons of policy and procedure.
- Perform crowd control, including maintaining clear aisle ways and emergency exit paths.
- Assist elderly and handicapped patrons in seating and venue mobility.
- Provide directions to venue amenities such as bathrooms, concessions, water, the medical tent, and general orientation.
- Attend on-site staff meetings and execute tasks under direction of House Leaders.

Personal Characteristics

- Excellent communication skills and collaborative work ethic.
- Capability and comfort being in large crowds of people.
- Possess the capacity to handle stressful situations with diplomacy and tact.
- Able to work efficiently in an organized and detailed fashion.
- Ability to adhere to SGFA policies, protocols and procedures.
- Able to maintain self-assurance and control during the concert day.
- Understanding of your own personal limits and ability to articulate those limits to your supervisor.
- Have a great sense of humor and maintain dedication to SGFA mission.
- No experience is required but a good attitude and excellent work ethic is a must.

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Physical Requirements

- Able to lift/carry 50lbs
- Able to experience periods of extended standing.
- Able to walk and climb considerable distances, including on the Hillside during the course of a work day.
- Able to grasp, lift, carry, push and pull heavy objects such as barricades, fencing and carts.
- Able to stoop, crouch and kneel while placing signage throughout the Grove.
- The ability to listen and speak is required. In a typical work day the employee will be interacting with large groups of people and they must be able to hear and clearly express their ideas with spoken words.

Work Environment / Physical Demands

The work environment characteristics and the physical demands described here are representative of those an employee encounters while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; and talk and hear. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually moderate. Occasionally sound levels may exceed 100 db. All efforts will be made to protect employee's hearing.

The above statements are intended to describe the general nature and level of work performed by the incumbent in this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills.

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Locations

- 1) SGFA Office, 832 Folsom Street Suite 1000, San Francisco 94107
- 2) Sigmund Stern Grove, 19th Avenue and Sloat Boulevard, San Francisco

Hours

- Must be available Sunday June 2nd, 2019 for SGFA Orientation.
- Must be available every Sunday, June 16nd through August 18th, 2019.
- Available one Saturday afternoon from June 15 - August 17, 2019, TBD.
- Pre and post-season work days available on mutual consent.

Compensation

Commensurate with experience.

How to Apply

Please submit the following via email with "Production Assistant" in the subject line:

- 1) A cover letter
- 2) Your resume
- 3) Two references

Email

jobs@sterngrove.org

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