



Joshua M. Freeman
FOUNDATION

The Freeman Stage

Seasonal Production Coordinator Job Description

JOB SUMMARY

The Production Coordinator is responsible for the coordination and execution of hospitality and transportation for touring and local artists and crew who perform at The Freeman Stage. This employee is responsible to execute production needs for artist Meet & Greet events, artist merchandise sales and the execution of the Freeman Stage Young Audience performance series. The Production Coordinator reports directly to the Production Manager.

RESPONSIBILITIES:

- Must be knowledgeable about The Freeman Stage, it's programs, venue policies and safety plan and be able to communicate information in a courteous manner
- Support Standards for Excellence accreditation, processes and other nonprofit accreditations that further the expertise and effectiveness of the Joshua M. Freeman Foundation
- Manage food and beverage for artists and crew and for ensuring the backstage area meets JMFF service standards and artist needs
- Participate in scheduling of staff to meet hospitality and production needs
- Coordinate set up, breakdown and securing of all backstage areas for each performance
- Act as artist management liaison, when directed
- Local transportation of artists and crew in company provided vehicles, maintaining safety and confidentiality
- Executes production needs for artist Meet & Greet events and artist merchandise sales
- Execution of the Freeman Stage Young Audience performance series, including artist, vendor and audience management
- Other duties as assigned

QUALIFICATIONS

- Employees (Applicants) Must be 21 or older
- Must have minimum of two years' experience working on a Production team
- Must have a good work ethic and the ability to work without direct supervision
- Must be responsible and courteous with great communication skills
- Must be able to safeguard confidential information
- Must be extremely detail oriented and have the ability to remain organized in a dynamic environment
- Must be able to lift up to 50 pounds
- Must be able to work a flexible schedule, including nights, holidays and weekends

REQUIREMENTS

- Must have a valid US driver's license and submit a current driving record
- Must possess or obtain Delaware Alcoholic Beverage Server certification
- Must possess or obtain CPR certification
- Must successfully complete all required employment forms
- All staff are expected to remain professional at all times
- All staff are expected to adhere to and respect the Mission, Core Purpose and Vision of the Joshua M. Freeman Foundation.

The Joshua M. Freeman Foundation is an Equal Opportunity Employer



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COMPENSATION

Hours are event driven, including: nights, weekends and holidays. Wages to be determined upon hiring. All candidates for hire will be given a contingent offer letter that must be signed and returned. Offers of employment are contingent pending background check,

Please send a completed application to Nick Sterrs at nick@freemanfoundation.org