

VAF Seasonal Artistic Assistant – Job Description

Direct Supervisor: **Artistic Administrator**

Position Overview

The Artistic Assistant (AA) is a full-time seasonal position joining the Artistic Administration team late March through June of the season. The AA assists the department in managing guest artists' travel, schedule, and logistics before, during and after the contracted services. This position reports to the Artistic Administrator and works closely with the Company Manager, Artistic Coordinator, and the Production Department to ensure a high-quality experience for all guest artists during the Festival Season.

Areas of Responsibility:

Artist Services & Administration

- Assists in the advancement of concert hospitality elements with Artistic Team and tour managers as assigned.
- Assists in preparing and distributing detailed itineraries for artists to include rehearsal, performance, media interviews, and outreach schedules; and provides welcome packets including area maps, directions, as well as hotel, restaurant, and entertainment information.
- Assists in providing logistics assistance as required for concerts, outreach and education events, and development events, including hospitality and catering/dressing room needs/setup for artists per the contract riders; artist ground transportation; and artist "runner" responsibilities.
- Meet and greet guests at airport or hotel to assist with obtaining parking permits, hotel keys as requested by artist.
- Assists in ordering and arranging hospitality for Guest Artists as outlined in contract riders; providing on-site support as needed and assigned.
- Assists in maintaining hospitality inventory utilized on a regular basis.
- Available during non-regular business hours during Artist's stay to make travel and transportation adjustments or assist in emergencies such as sickness, hospital, emergency travel changes, housing issues, etc.
- Keeps detailed tracking of expenses in artistic budgets as assigned.
- Other duties as assigned.

Requirements

- Must be able to work events as assigned April – June 2025.
- Ability to work long hours as required; flexible schedule includes evenings and weekends, as assigned.
- Excellent written and verbal communication skills with ability to interact in a professional manner with artists, agents, and volunteers effectively and appropriately.
- Strong organizational and administrative skills – detail oriented, organized, and able to follow-through.
- Can operate in a professional manner with VAF employees, constituents, and visiting artists.
- Strong computer proficiency with knowledge of word processing, spreadsheets, databases, and similar programs.

- Must have own personal vehicle to be used as personal transport and transport of artists when needed and valid driver's license.
- Must have own cell phone with access to email outside of the office.
- Maintains discretion and confidentiality in all VAF relationships.

Physical Qualifications

- Must be able to communicate via telephone and email.
- Must be able to drive.
- Able to lift 40 lbs.

Terms of Employment

- Seasonal position with regular office hours, 9AM – 5 PM
- Position requires a flexible schedule with night and weekends during performance and festival periods.