



## Job Description

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A. Job Title: Production Manager

B. Description of Independent Contractor:

- Reports to: Luke Comer, owner / producer. Works with project manager.
- Oversees and manages: Stage Production at ARISE Music Festival on Memorial Day Weekend 2022.

C. Duties & Deliverables:

- Production advance curation
  - Learn the Arise project management system as needed.
  - Meet, coordinate and plan with the producer.
  - Finalize Production plan with the producer.
- Manage the Stage Production of all three (3) stages and stage areas at ARISE Music Festival
  - Ensure top level of audio and visual production across all stages
- Oversee a team of stage managers, stage hands, audio technicians and lighting technicians
- Work Artist Relations Director to oversee the technical advance and create a positive experience for talent
  - Manage all backline ordering
- Managing audio and visual production
  - Ensure stage and front of house areas are organized and operating
- Ensure all programming is on time and in line with the event Run of Show
- Oversee all stage, audio and lighting equipment orders, deliveries and returns
- Ensure production equipment and pieces are clean, organized and functioning during the event
- Thorough breakdown, inventory and return of all production materials post-event



D. Time Commitment (Estimated and subject to change)

- Consult with Arise Producer on parameters of project and develop an actionable plan for on-site
- Time spent in advance to order all technical and production equipment
- Onsite at ARISE Music Festival 2022
- Contract closes at the end of June 2022

E. Skills and Experience

- Previous experience as a Production Manager is required.
- Technical knowledge of production set up and equipment is required.

F. Compensation: In consideration for the Contractor's engagement(s) as provided herein, ARISE shall pay Contractor the total amount of \$10,000 - \$12,000, dependent on experience.

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## ARISE VALUES

### MISSION STATEMENT

Independently owned and operated from its headquarters in Boulder, Colorado, Arise Music Festival creates exciting, soulful and meaningful experiences for our participants through music, art and other modalities. We feature multiple genres of music including jam, EDM, rock, bluegrass, funk and reggae, as well as art, dance, yoga, theater, workshops and speakers. Arise strives to inspire all our participants to care for themselves, their community and nature.

### WORK VALUES

3C: Competence. Care. Customer.

We at Arise express competence in our work, care for our coworkers and community while providing our customers with the best experience possible.

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To apply for the open position of Production Manager with ARISE Music Festival, please email your resume, short cover letter and any references to [connect@arisefestival.com](mailto:connect@arisefestival.com).