

**Boston Landmarks Orchestra
Production Assistant**

Do you love music? Do you work well in a team and thrive in a fast-paced environment? Boston Landmarks Orchestra is looking for a part-time **Production Assistant** to work on rehearsal and concert days during our summer 2023 concert season.

Responsibilities include:

- Managing parking passes for rehearsals and performances
- Prepare/arrange backstage area and dressing rooms (hang signage, distribute water bottles in dressing rooms, order pizza for any kids groups, etc)
- Assist with backstage management (giving artists 5-minute calls, lining up kids groups before entrances, etc)

This is a part time position, with a majority of weekly work being outdoors. Must be available Mondays from 8:30am-4pm, Tuesdays from 4pm-9pm and Wednesdays from 2pm-9pm (alternatively Thursdays if rain on Wednesday).

Pay: \$17/hour

To apply, please submit a cover letter and resume Cate Gallagher, Production Manager at cg@landmarksorchestra.org