



Labor Production Assistant (Hourly)

Job Brief

The **Nashville Black Market** is looking for a professional and responsible **Labor Production Assistant** to join our team. As a Labor Production Assistant, you will play a crucial role in the successful execution of our market festival events. The ideal candidate will be responsible for handling various physical tasks and providing support to general production assistants, department leads, and vendors as needed.

Responsibilities

- Assist in the setup and breakdown of event infrastructure, including tents, stages, & signage.
- Transport and arrange event materials, ensuring proper organization and placement.
- Collaborate with the logistics team to manage the movement of equipment and supplies during the event.
- Work closely with other production assistants to execute event plans efficiently.
- Provide on-the-ground support for various production-related tasks, such as crowd control and vendor assistance.
- Assist in maintaining a clean and organized event space throughout the duration of the event.
- Collaborate with department leads to fulfill specific production needs.
- Communicate effectively with team members to ensure a smooth workflow.
- Act as a reliable support resource for colleagues during peak activity periods.
- Support vendors in the setup and breakdown of their booths as needed.
- Address vendor inquiries and provide assistance as needed.
- Act as a liaison between vendors and the production team as needed.
- Have fun doing what you love!

Requirements and Skills

- High School diploma or equivalent education.
- Ability to perform physically demanding tasks, including lifting and carrying heavy equipment.
- Strong communication and interpersonal skills.
- Dependable and punctual with a strong work ethic.
- Ability to work in a fast-paced and dynamic environment.
- Flexibility to adapt to changing priorities and tasks.
- Passion for promoting and supporting black-owned businesses.
- Previous experience in event production or similar role is desirable but not required.

Additional Details

Pay rate: \$13/hr

Work Schedule: One (1) 8-hour event/month*

(Opportunities also available to work additional special events)

Interested candidates should submit their **resume and social links to contact@thenashvilleblackmarket.com**.

Please include "Labor Production Assistant Application" in the subject line.

The Nashville Black Market LLC is an equal opportunity employer.

Note: The above job description is intended to describe the general nature and level of work being performed by the person assigned to this position. It is not to be construed as an exhaustive list of all responsibilities, duties, and skills required.