



General Production Assistant (Hourly)

Job Brief

The Nashville Black Market is looking for a professional and responsible **General Production Assistant** to join our team. As a General Production Assistant, you will play a crucial role in the successful execution of our market festival events. You will be responsible for handling a variety of technical and administrative tasks to ensure the smooth flow of operations. This role is perfect for someone who thrives in a fast-paced environment, is highly organized, and possesses excellent communication skills.

Responsibilities

- Assist in the setup and breakdown of event spaces, including booth arrangements, signage, and other logistical elements.
- Coordinate with vendors to ensure timely delivery and setup of their booths.
- Provide technical assistance for basic audio-visual setups and troubleshoot any technical issues during events.
- Assist vendors with technical requirements and ensure their equipment is properly secured.
- Handle general administrative duties such as data entry, filing, and maintaining organized records as needed.
- Assist in executing communication between team members and vendors.
- Serve as a point of contact for vendors and attendees, addressing inquiries and providing information with a positive and helpful attitude.
- Work collaboratively with other team members to ensure seamless event coordination.
- Assist in coordinating volunteer efforts during events as necessary.
- Have fun doing what you love!

Requirements and Skills

- High School diploma or equivalent education.
- Strong organizational skills with a keen attention to detail.
- Basic technical proficiency with audio-visual equipment and troubleshooting skills.
- Excellent communication and interpersonal skills.
- Passion for promoting and supporting black-owned businesses.
- Prior experience in event production or a 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 "General 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.