

# CULTURE LAB DETROIT

## PRODUCTION ASSISTANT:

Culture Lab Detroit is dedicated to a communicative and supportive team environment. We aim for flexibility in roles, thoughtful and informed community interactions, and adaptability in work environments and tasks performed.

We are seeking a qualified and energetic production assistant (PA) to aid in the execution of all aspects of event planning, production, community outreach and programming leading up to the CLD 2018 dialogue events. The PA will work closely with CLD's Team to ensure that all outreach and programming-related elements are executed successfully. This position will assist CLD's core team with all tasks related to the events, including administrative organization, on-site support, community outreach and development.

It is desired that the PA have facility in or is able to gain facility in the programs that CLD uses to communicate internally and through outreach endeavors including: Google Drive, Dropbox, MailChimp, Eventbrite, Airtable, Paperless Post, and Basecamp.

The PA must live in or be willing to travel to Detroit, Michigan for the job period, and must have access to a reliable vehicle with a valid driver's license. If you think that this is the perfect job for you, then we hope that you apply! Detailed skills and requirements are below.

To apply, please send a resume, cover letter, and 2 (optional) writing samples to [info@culturelabdetroit.org](mailto:info@culturelabdetroit.org) by August 27, 2018.

The PA is a contract position. The ideal start date for this position is September 5, 2018.

*Culture Lab Detroit is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation) age, ethnicity, national origin, disability, or genetic information.*

## Responsibilities

- Provide support in the months leading up to the events in all aspects of production from event development, organizing programming, managing invitations, mailing, distribution, gathering merchandise and outreach lists, etc.
- Work with a team for material distribution, overseeing distribution locations and written content
- Work with production assistants and oversee group tasks and responsibilities
- Consult with CLD team in manners of community outreach, program facilitation, and promotional content
- Additional assistance may include:
  - running errands, managing catering deliveries and orders
  - Rides
  - Event setup and breakdown needs
  - Preparing, packing, and loading/unloading equipment from between event sites
- Contribute to the overall success of events by performing other duties and responsibilities as determined

## Skills Required:

- Strong organizational, planning, and time-tracking skills
- Ability to work collaboratively with a team
- Friendly and professional attitude and exhibit good judgment
- Excellent communicator
- Ability to handle a variety of responsibilities with little supervision
- Must handle information sensitively and responsibly
- Creative problem solver
- Multitasker
- High energy level, strong work ethic with good attendance and punctuality

## Additional Helpful Strengths:

- At least 2 years experience in community outreach in Detroit
- Advanced writing skills
- Proficiency in Google Drive, Gmail, and Google Sheets
- Event production experience
- Experience in community organizing and facilitation

## ABOUT CULTURE LAB DETROIT

### Mission:

- Culture Lab Detroit's (CLD) mission is to support Detroit communities, art, and social practices by creating a platform that makes action-oriented connections between Detroiters and a global network of activists, thinkers and makers. We

forge these connections through creative partnerships, public projects, and annual Dialogues which incorporate exhibitions, design competitions, performances and activations of unique spaces throughout the city.

Vision:

- CLD's vision is to aid Detroit in becoming a city that prioritizes the arts as a means for community investment, sustainable neighborhood development and social change.

More info: [CultureLabDetroit.org](http://CultureLabDetroit.org)