



# valley of the moon music festival

ERIC ZIVIAN & TANYA TOMKINS, DIRECTORS

10TH SEASON 2024

SONOMA, CA

Valley of the Moon Music Festival (VMMF) is seeking a summer **Festival Production Assistant** to support our Festival during the run of our 10th Annual Festival in Sonoma, CA, **July 11 through July 28, 2024**. The Production Assistant will work under the supervision of the Festival Production Manager. Additional duties may be assigned by the Festival Directors.

The VMMF Production Assistant must be available for all lectures, day and evening performances, and to assist at day-of-concert rehearsals.

In addition, the Production Assistant will be required to attend additional rehearsals, staff meetings, instrument load-in and load-out as may be scheduled.

In order to fulfill the following responsibilities, the Production Assistant must have a current driver's license and access to a vehicle. For the safety of the VMMF community, the Production Assistant must be fully vaccinated and boosted. This is a temporary position.

**Compensation:** \$3,800

**Time Commitment:** 40+ hours per week during festival run (July 10 - July 29)

## **Responsibilities will include:**

- Work with the Production Manager for all concert stage set changes during performances.
- Coordinate with the Production Manager the exact performance and lecture start time, which may vary from performance to performance.
- Be responsible for calling performers for each concert to ensure the schedule is followed as planned.
- Assist with transportation and setup of music equipment, including but not limited to fortepianos, music stands, stand lights, chairs for musicians and audience, acoustic shell.
- Carry and set up additional lighting, especially for sub-standard lighting conditions.
- Ensure water and light snacks are set out and cared for in the Green Room for concert days.
- Manage, set-up and strike daily musician lunches.
- Coordinate, pick up, set up and strike wine and glasses for each production.



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- Work with the Directors, Production Manager, and VMMF Staff to create an aesthetic environment when publicity and archival photography or videography are planned.
- All other support duties as assigned by VMMF.

To apply, please include a resume and cover letter detailing your relevant work experience to [admin@valleyofthemoonmusicfestival.org](mailto:admin@valleyofthemoonmusicfestival.org), with **subject title PROD ASSISTANT\_LASTNAME**. Hiring immediately.

The Production Assistant **must** be available to work on-site in Sonoma, CA from July 10 - 30, 2024.