

## **Performing Arts Assistant**

**Hourly pay \$16-\$18/hr**

**Hours: Seasonal; Part-time; 20 to 30 hours a week based on needs of program**

The Performing Arts Assistant will serve as administrative support for the Arts Specialist overseeing numerous performing arts programs. The assistant will support onsite logistical needs of the artistic staff at rehearsals and performances at venues across Prince George's County. The assistant will also help distribute and collect surveys.

### **Duties include but are not limited to:**

- Help organizing and preparing supplies for multiple events at various locations.
- Assist with on-site event setup and clean up
- Serve as a lead on onsite assessment distribution and collection at events.
- Help maintain an inventory of all supplies and materials.
- Support onsite audience engagement tables including t-shirt sales, distributing information, and promoting future events.
- Assist with development and supervision of volunteer program, serving as point of contact for volunteers.

### **To apply**

Email a resume and cover letter to [megan.merchant@pgparks.com](mailto:megan.merchant@pgparks.com)