

2019 Big Top Chautauqua Artist Assistant

Big Top Chautauqua is looking for an organized, detail oriented staff member to help ensure our guest artist's experience at the big blue tent is nothing short of spectacular. Big Top Chautauqua is a performing arts venue presenting 60+ concerts each year including international headliners, regional talent, and original productions all in the heart of the beautiful Northwoods nestled near the shores of Lake Superior.

Your responsibility as Artist Assistant is to oversee and manage all hospitality elements per the contractual agreement for all artists performing at Big Top Chautauqua. You will report directly to the Production Manager at the big blue tent as well as work closely with the staff chef. This is a seasonal position running between mid-June and mid-September with hours varying between 25 – 40 hours per week involving late nights and weekends.

Some specific duties for this position include working closely with the housekeeping crew to ensure artist's dressing room and/or quarters are properly stocked and cleaned prior to their arrival. Similarly, working with the chef to ensure artist meal requests are properly addressed and shopping for and displaying hospitality items while keeping all receipts organized. As Artist Assistant, you will ensure all elements of the visiting artist's contract are fulfilled.

Compensation depends upon experience and skillset.

Application available for download at <https://www.bigtop.org/jobs>
Or send cover letter and resume to: austin@bigtop (email preferred)

or mail to:

Big Top Chautauqua
Attn: Austin
PO Box 455
Washburn, WI 54891