



Main Box Office: 84810 State Hwy 13
Bayfield, WI 54814

Tent Venue: 32525 Ski Hill Rd.
Bayfield, WI 54814

Artist Assistant - Summer 2022

Big Top Chautauqua is a performing arts organization presenting a 60+ summer show season of touring artists (*Ziggy Marley, Michael Franti, Bonnie Raitt, Shakey Graves* and more), as well as original shows by our house band, the *Blue Canvas Orchestra*. Big Top Chautauqua operates a state of the art canvas tent theater located on the base of Mt. Ashwabay Ski Hill, just south of Bayfield, Wisconsin.

The Artist Assistant works closely with the Production Manager to fulfill the hospitality needs of the Artists who perform on the Big Top stage. Discretion and professionalism is of utmost importance. The Artist Assistant will review and shop for hospitality requirements for each artist and set up the dressing rooms and gathering room as indicated. The Artist Assistant will also work with local chefs and caterers to provide meals for all performers.

Duties:

Specific duties include but may not be limited to:

- Create a warm, welcoming, clean environment to maximize Artists' enjoyment of Big Top experience
Inventory and stock Spirit Cottage hospitality and cleaning supplies prior to season. Keep supplies stocked and replenish throughout the season as needed.
- Clean and organize artist quarters contents prior to season (wash all dishes, glassware, silverware, serving pieces, shelves in cupboards, straighten closet, clean refrigerator), and coordinate with Big Top housekeeping crew and Production Manager the cleaning of Spirit Cottage during the season.
- Coordinate with BTC Office to ensure clean towels are available for artist performances.
- Review elements of visiting artist contracts with the Production Manager.
 - The Artist Assistant will be responsible for shopping and displaying and prepping products/foods for visiting artist as required in artist contracts.
 - The Artist Assistant will work with the PM on all hospitality needs including stocking ice, water, and beverages, picking up ordered foods, etc.
- Work with the PM and caterers to provide meals and artist hospitality requests including hot foods and salads, breads, desserts, deli trays, after show foods, etc., to be served to artists, including confirming any special dietary requirements.
- Keep all receipts well labeled and organized. Work with PM to prepare hospitality report for each performance including cost of food, purchased supplies, etc.
- End of Season – pack all towels, paper products and non-perishables in plastic for winter storage. Empty and clean refrigerator.
- Alert Facilities Manager to any physical needs or safety concerns requiring maintenance including grounds and Spirit Cottage so that it can be maintained/fixd in a safe and timely manner.
- Other duties as directed by Production Manager or General Manager.
- Hours: This position runs between mid- June and mid- September. Hours will vary between 25-40 hours per week. Work will involve weekends and late nights.

Preferred Qualifications:

- Genuine love of live music
- Experience working in hospitality industry, ie; catering, fine dining, hotel is a plus
- Ability to offer a high level of assistance to artists while maintaining a professional and discreet attitude

- Strong communication and organizational skills
- Willingness to work in a fast paced environment and adapt to ever-changing conditions
- Ability to lift +30lbs and work long hours
- Reliable personal vehicle is required as shopping is done each week for artist hospitality.

Employment Dates:

- June 5th- September 30th
- Hours will vary between 25-40 hrs per week and will require weekend and evening work.

Compensation:

- \$15/hour
- Season Guest Pass
- Discounts at Big Top Gift Shop

Required Application Materials:

- Cover letter
- Resume
- 2 academic and/or professional references.

For more information, contact Tracey Cook Production Manager at stagemanager@bigtop.org