



Production Assistant (Seasonal, June)

The Princeton Festival is the premier summer program of the Princeton Symphony Orchestra (PSO), a cultural centerpiece of the Princeton community and one of New Jersey's finest music organizations. Since 2005, The Princeton Festival's annual season has offered a multi-genre festival of the performing arts, including fully-staged operas, musical theater, jazz, chamber music, symphonic concerts, piano, organ and vocal recitals, dance, world music, and a piano competition. The Festival also offers a free public lecture series prior to each season and engages students and adults alike through its intergenerational community programs. It features nationally-renowned professional artists and regularly collaborates with other New Jersey performing arts organizations.

The Festival is presented in an outdoor performance tent built on the grounds of Morven Museum & Garden in Princeton, NJ.

JOB TITLE

Production Assistant (Seasonal, June)

POSITION

The Production Assistant's role is to provide operational support to the artistic and venue management teams. This is a part-time, temporary position encompassing the load-in, performance period, and load-out for the Princeton Festival in June 2025. Reporting to the Operations Manager, the Production Assistants work closely with musicians and guest artists, Festival staff, and vendors.

ESSENTIAL JOB FUNCTIONS

- Set up and tear down equipment needed for rehearsals, concerts, and other events, both onstage and in venue front-of-house areas.
- Assist in transporting PSO-owned and rented equipment to/from venues.
- Assist with hospitality for musicians and guest artists, and maintain supplies in and cleanliness of dressing rooms.
- Provide local transport for artists when needed.

QUALIFICATIONS

- Experience in concert production, technical theater, or equivalent experience.
- Organizational skills, attention to detail, and the ability to plan ahead and problem-solve.
- Professionalism and excellent interpersonal skills to work with a variety of constituents from an array of lived experiences.
- High standards of integrity, credibility, and reliability.
- Excellent time management skills including commitment to attendance and punctuality.
- Works well independently and in a group setting, a true team player.
- Strong communication skills.
- Must have a valid driver's license, a clean driving record, and a reliable form of transportation.

- Ability to work a flexible schedule including days, evenings and weekends.

PHYSICAL REQUIREMENTS

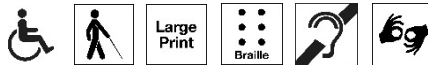
- Must be able to lift, move, and/or carry 50+ pounds.
- Must be able to stand and exert well-paced mobility for multiple consecutive hours at a time.

COMPENSATION AND SCHEDULE

This is a temporary position. The Princeton Festival takes place June 6-21, 2025, with work opportunities beginning as early as June 2 and concluding June 23. This individual in this position must be available to work a minimum of six days a week. Total hours will not exceed 40 hours/week. Pay: \$22/hour

HOW TO APPLY

Submit a resume and cover letter to employment@princetonsymphony.org with “Production Assistant” in the subject line. Application review will begin immediately and will continue until the position is filled. All applications will be treated as confidential. Electronic submissions only – no phone calls. If you require any assistance or accommodations during the interview process, please include this information when submitting your application. We are only able to contact those candidates selected for an interview.



The Princeton Symphony Orchestra (PSO) is deeply committed to a thoughtful, honest, and ongoing self-examination of how we are applying principles of equity, diversity, and inclusion (EDI) and antiracism within our organization. Individuals who bring diverse backgrounds and perspectives are encouraged to apply. It is our policy to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, status as a qualified individual with a disability, or any other characteristics protected by federal, state, or local law.