



## **Levitt at the Falls - Summer Employment Event Management Assistant**

**Title:** Event Management Assistant  
**Location:** Levitt Shell Sioux Falls, 504 N Phillips Ave, Sioux Falls, SD 57104  
**Time Commitment:** Approximately 30 hours per week – Thursday through Saturday, some Sundays  
**Application Deadline:** April 1, 2024, or until position is filled  
**Employment Dates:** May 20, 2024 - September 30, 2024  
**Reports To:** Executive Director  
**Compensation:** This is a seasonal, part-time position, approximately 30 hours/week @ \$18/hour

**Position Overview:** The Event Management Assistant will work with the Levitt at the Falls team during the summer concert season assisting with the operations of running the free music series, outreach activities and rental events.

**Application Process:** Interested applicants should submit a cover letter and resume to [nhalverson@levittsiouxfalls.org](mailto:nhalverson@levittsiouxfalls.org)

### **Responsibilities:**

- Assist with the daily setup of the venue in preparation for concert events and rentals. This includes loading and unloading equipment, setting up tents/tables/chairs, carrying weights/sandbags, restocking of assorted inventory items, and placement of signage.
- Perform daily setup and maintenance of the indoor facility including artist green room and dressing rooms.
- Support contracted vendors with orientation and set-up as needed.
- Assist with video and sound production for concerts, rentals, and outreach activities.
- Perform other related duties, as assigned.

### **Qualifications:**

- Driven, self-motivated, and hard-working.
- Positive social interaction skills and excellent teamwork.
- Ability to take direction and multi-task.
- Physical qualifications: ability to lift 50 lbs.; weather preparedness, including high heat and sun on most days; walking several miles per day.
- Passion for the Levitt at the Falls mission of building community through music.

**Levitt at the Falls** is a non-profit local arts organization with a mission to build community through music by presenting 50 free, outdoor concerts each summer. Our facility connects Sioux Falls' number one tourist destination, Falls Park, with a growing and vibrant downtown business district. Our work extends beyond the lawn with concentrated community outreach efforts. For more information, check out our website: [levittsiouxfalls.org](http://levittsiouxfalls.org)