

# OPENING NIGHTS

at FLORIDA STATE UNIVERSITY

## JOB DESCRIPTION

**Title:** Artist Services Associate  
**Reports To:** Artist Services Coordinator

Opening Nights at Florida State University presents compelling and distinguished artists who provide extraordinary experiences that educate, inspire and connect diverse audiences on and off campus. Opening Nights presents over 30 performances, events, and education experiences for the university and community at large.

The Artist Services Associate will work with the the hospitality and additional services needed before, during and after Opening Nights events.

### Responsibilities:

The Artist Services Associate will perform a variety of administrative functions important to the series and will assist with one or more of the following projects at any given time

- Advancement of performances with artist management
- Artist services and hospitality before, during, and after events
- Front-of-house merchandise sales
- Event administrative preparation

### Qualifications:

- Exceptional communication and interpersonal skills
- Fluency in the English language
- Ability to perform well and multitask in a fast-paced environment
- Evidence of a positive, mature disposition
- Valid driver's license and ability to drive large vans
- Ability to lift equipment and supplies weighing up to 25 pounds
- Appreciation of performing arts

### Time Commitment:

Average of 10-15 hours per week, split between office support during regular working hours and event support.

**Compensation** \$13.00/hr

### To Apply

Email a cover letter and resume to [gatkings@fsu.edu](mailto:gatkings@fsu.edu). Priority is given to work-study students. If eligible for work study, please indicate this in your cover letter.