

## Open position **OASIE Manager**

The Transart OASIE at Via Dante 32 in Bolzano is an extremely important and multifunctional space for the festival, as it is:

- An operational base for the entire Transart team
- A venue for the festival's "Experience" events: artist talks, workshops, Kids Culture Club events, etc.
- The location of the OASIE bar (which is managed separately by an external contractor at specific times)
- The information point and box office for the public
- A parking and storage area

The OASIE consists of a large inner courtyard/garden (mostly paved) and several garages that are used both as an event space in case of bad weather and/or as storage space.

### **Responsibilities**

The OASIE Manager will be the supervisor and reference person in charge of anything that will take place at OASIE or the various aspects of its management (events, bar) and maintenance (cleaning, etc.) for the duration of the festival. The OASIE manager will be responsible for:

- Setting up the venue according to the needs of individual scheduled events (e.g., installing the sound system, setting up a small stage and seating arrangement for the audience, etc.).
- Supervising the progress of events taking place at OASIE
- Independently handling any minor unforeseen events (e.g., moving seating inside in case of bad weather)
- Switching the venue's electrical system on and off at the beginning and end of the day
- Managing the storage of equipment
- Interacting with the public and relating professionally with third parties, external suppliers, and artists
- Providing basic information to the public about events at OASIE and about purchasing tickets
- Managing on-site ticket sales via online ticketing system
- Assisting with general set-up and dismantling of the venue before and after the festival

### **Prerequisites**

- Experience in cultural event production and management
- Basic knowledge of audio and video technology (e.g., set up of small sound systems, information monitors, projectors for talks/meetings with artists, etc.)
- The ability to work independently and in close coordination with the rest of the Transart team
- Be predisposed to interaction with the public

- Extreme punctuality and reliability
- Problem solving skills
- Knowledge of at least two languages including English, Italian and German

## **Work period**

September 2 to October 4, 2024

- From mid-August: several days of pre-production
- From Sept. 9 to Sept. 29: part-time (70%) or full-time availability required
- Availability during the specified work period as needed for on-site visits and set-up.

## **Application deadline**

To apply, send your CV and a brief presentation of your experience and suitability for the role to [info@transart.it](mailto:info@transart.it) with the subject line 'Jobs\_OASIE Manager' by May 7, 2024 at 11am.