

# Production Assistant

As the production assistant is a Jack of all trades, it is difficult to pinpoint all the tasks you will be asked to do. The overview in this document is our best effort at giving you an idea.

There are 24 hospitality establishments participating in the Café Theater Festival 2022. Each location has one performing artist/group, and they each perform between eight and ten times during the weekend. Each location has a volunteer assigned as a location manager. Unlike the location manager, the production assistant is not in a fixed place, but moves around.

## Jack Of All Trades

You will be putting out fires on the spot. Examples are going to a performance to see if everything is running smoothly or to count the audience, picking up ballots and donations, quickly cycling to a location to repair a blue carpet, running errands, or even replacing a location manager when they are sick.

## Build And Destroy

As a production assistant, you will help with the set-up and breakdown of the festival. Together with your colleagues, you place the blue carpets in front of the doors of the locations and place the blue lamps to illuminate the facades. On Sunday you will gather all the decorations together with your colleagues.

## Counting Votes And Money

A big part of your job involves being at the CTF festival offices counting votes and money. The office is the heart of the festival, where the organization members and other volunteers do their work. The office is being run by two office managers who make sure that everything runs smoothly.

## Attending Performances

Between the activities there is plenty of time to attend performances. While doing so, you'll be the eyes and ears of the CTF. We're looking forward to hearing your thoughts on it.