

# FIVE ACRE CO

## Production Assistant Summer Apprenticeship

### **About Us**

Five Acre Co. Rentals is an event rental and production company based in Port Alberni on Vancouver Island. We own one of the only mobile stages on Vancouver Island, which we rent out to community events taking place from the Comox Valley to Port Alberni to Victoria and everywhere in between. In addition to renting out the stage, we also rent out sound and lighting equipment. We complete the setup and take down of all equipment, and in many cases, we run the technical equipment during the event as well (lighting controllers, sound consoles, etc.)

### **Job Description**

Title: Live Event Production Assistant

Location: Port Alberni

Company: Five Acre Co. Rentals

Overview: Five Acre Co. Rentals is seeking an energetic Live Event Production Assistant to join our team as an apprentice for the summer events season. The ideal candidate will assist in the planning, coordination, and execution of live events, ensuring smooth operations and exceptional experiences for attendees. This role requires excellent communication skills, attention to detail, and the ability to thrive in a fast-paced environment.

Responsibilities:

- Support the production team in all aspects of live event planning and execution.
- Assist in the setup and takedown of event spaces, including staging, lighting, and audiovisual equipment.
- Assist in coordinating logistics, including venue selection, equipment rental, and transportation arrangements.
- Provide on-site support during events.
- Help troubleshoot technical issues.
- Maintain inventory of event supplies and equipment, ensuring everything is well-maintained and accounted for.
- Assist with post-event activities, including gathering feedback, debriefing with the team, and compiling event reports.

Qualifications:

- Excellent organizational and time management skills, with the ability to multitask and prioritize effectively.
- Strong communication and interpersonal skills, with a customer service-oriented mindset.
- Ability to work flexible hours, including evenings and weekends, as required by event schedules.
- Proficiency in Microsoft Office suite and other relevant software applications.
- Physical ability to lift and carry event equipment, climb stairs, and stand for extended periods.
- Knowledge of audiovisual equipment and technical production is a plus.

This is an exciting opportunity for someone who is passionate about live events and thrives in a dynamic, fast-paced environment. If you are keen to get a start in the event industry, detail-oriented, organized, and enjoy working behind the scenes to create memorable experiences, we encourage you to apply!

Salary: \$21.50/hour

Hours: 10-20 hours per week, dependent on event schedule

Work Term: June 1, 2024, to August 31, 2024 (Flexible based on event schedule)

To apply, please include your resume and a short write up about why you want to work in the live events industry in an email to [info@fiveacre.ca](mailto:info@fiveacre.ca)