



Green City Market (GCM), a nationally-recognized nonprofit organization seeks a one-time, VIP Production Assistant for fundraising event, Chef BBQ

#### About Green City Market

Green City Market is securing the future of food by deepening support for sustainable farmers, educating our community, and expanding access to locally-grown food. Learn more about our history and our future at [www.greencitymarket.org](http://www.greencitymarket.org).

#### About Chef BBQ

Chicago's premier local food festival, [Chef BBQ](#), is back on Thursday, September 7 from 5:30 to 9:00 p.m. for its twenty-second year. Located in the heart of Lincoln Park, Chef BBQ attracts 100+ of Chicago's top restaurants, brewers, winemakers, and mixologists. The event will be located in Lincoln Park at 1817 N. Clark St. Chicago, IL, 60614.

#### Opportunity Overview

Reporting to the VIP Event Producer, the VIP Production Assistant will play a critical role supporting the setup, facilitation and breakdown of the Chef BBQ VIP section operations.

#### Responsibilities

We imagine that the person who fills this role will spend their time in the following ways:

- Facilitating pick-up and drop-off of event supplies
- Assembling furniture and equipment
- Assembling VIP tablescapes, including, but not limited to, florals, gift bags and table settings
- Driving a cargo van or box truck to and from event location, and throughout Chicagoland area
- Assembling seating and dining vignettes for VIP guests to relax and enjoy
- Working with rental vendors to ensure correct placement of furniture and equipment within the VIP area
- Breaking down all equipment, furniture and rentals post event

#### Applicant Profile

A successful applicant will:

- Be a collaborative and communicative team member, especially via phone call or text
- Have the ability to be self-motivated and a balanced preference and ability to work independently and with a team
- Be able to anticipate problems and quickly respond with solutions
- Continually promote and achieve high standards of quality at work and apply attention to detail to the execution of all tasks
- Have the ability to lift 50 pounds and willingness to work outdoors in a variety of weather conditions at market or events
- Due to the nature of the job, applicants with a vehicle and valid Driver's License are required



### Work Environment

The VIP Production Assistant will work primarily outside at the event location and driving a vehicle throughout the Chicagoland area

### Schedule

This position only requires work on the following two days:

- Wednesday, September 6, 2023 from 8am-6pm
- Thursday, September 7, 2023 from 7am-11:59pm

### Compensation

- \$250 per work day, totalling \$500 for both work days
- Free lunch and dinner provided on Thursday, September 7, 2023

### Anticipated Hiring Process

All resumes must be submitted by August 20, 2023. Applicants moving to the next round of hiring will be given a phone interview the week of August 21, 2022. Final hiring decisions will be made by August 28, 2022.

### To Apply

Applicants should submit a résumé to [operations@greencitymarket.org](mailto:operations@greencitymarket.org) with "[LAST NAME], [FIRST NAME] - VIP Production Assistant" in the email subject line. No phone calls or dropins, please.

*Green City Market is an equal opportunity employer. Green City Market does not discriminate on the grounds of race, color, religion, sex, marital status, national origin, age, disability, veteran's status, sexual orientation or any other protected status.*