



Garibaldi Enterprises, Inc.

Job Title: Road Coordinator
Location: Elk Grove, CA
Job Category: Production
Job Type: Part-time with potential of Full-time, Employee
Travel Required: Yes, domestically and internationally, 90% of the time
Career Level: Some experience preferred, willing to train the right candidate
Salary/Wage: \$11 - 16 / hour with allowance, bonuses and benefits

Job Description:

Job Purpose:

Essential in assisting talent by handling various aspects of production, from transporting equipment, assembling and disassembling equipment and materials for show, to communicating talent's logistic and technical needs on the road.

In-Studio Responsibilities:

- Meet with talent manager to discuss advance and itinerary
- Maintain and restock materials
- Repair or report equipment damages
- Available as needed, to assist talent with various duties at studio

Road Responsibilities:

- Act as on-site liaison between talent and production personnel
- Prepare road cases with equipment and materials
- Transport and store road cases and their contents during travel (from/to studio, onto company van/bus, at airports, hotels and venues)
- Under direction of talent, set-up and strike performance area
- Assist talent during performance with minor material changes and refresh supplies
- On occasion, assist artist with sound and light check and direct technical personnel
- On occasion, drive company van or rental

Qualifications/Skills:

- Must be at least 21 years of age and posses valid drivers license and passport
- Must have credit card for personal hotel incidentals, i.e. phone calls, movies, etc.
- Must be able to lift at least 70 pounds without assistance, up to 100 pounds with assistance
- Must be physically healthy and capable of physical labor, i.e. running through airports, walking up stairs, getting onto and off of stages with no assistance, transporting equipment
- Must posses a smartphone/PDA with internet access, allowance provided
- Computer literate, Mac preferred, Windows acceptable
- Technically minded/knowledgeable in production, a plus
- If experienced in video and sound editing or usage of Logic, Photoshop and Final Cut, potential for full-time position
- Willing to work a flexible schedule, available any length of time from 1 day to 90 days (on rare occasions)
- Adaptable in a variety of settings and environments and comfortable around different lifestyles
- Excellent written and verbal communication skills and must present a professional image over the phone and in person
- Organized and have ability to manage time well and be punctual
- Must have the ability to interpret instructions and issues and respond effectively and appropriately
- Ability to establish priorities and work independently, and proceed with little supervision

For employment consideration, qualified applicants may email their resume to info@garibaldiarts.com.