

**Position – Event Production Assistant**

**Hours** – 10-12 hours per week

Fridays: 3:30-6pm

Saturdays: 8:30-11:30am

Thursdays: 3:30-6pm- Once monthly

3-5 additional hours each week determined by project needs

**Pay: \$14/hour**

**Job Description:**

Body Fundamentals is a Pilates and Wellness studio specializing in Classical Pilates, Progressive Pilates, and teaching the benefits of Ayurveda and mind-body health lifestyle based on the Perfect Health Program. The studio, which soon celebrates 19 years in Tucson, is a boutique, owner operated business that focuses on personal service, exclusive attention and customized programs in a private, serene environment. The owner and creative director seeks and employs highly motivated persons who are educated, disciplined, take initiative, and have friendly, warm personalities.

The responsibilities of this position include, but are not limited to, light marketing support, pre-and post-production duties, basic editing skills, basic film and video skills, helping with tech at events, assisting the Geneviève (owner and creative director) and her team at lectures, health and wellness events, and photo shoots throughout the year.

**Duties/Responsibilities:**

- Marketing support for events- post flyers, postcards, assist with Social Media marketing implementation.
- Assist Owner and Project manager with all Photo and Video shoots set-up, break down and behind the scenes photography and videos of such shoots.
- Help prepare the studio and/off site locations for classes and events. Set-up and break-down of chairs, tables, projector, audio and other materials relevant specific to each event.
- Help and/or run tech and audio/sound for sections within events requiring music and video.
- Assist owner with sound design for small classes and presentations.
- Film 2-5-minute segments of classes, events and Photo shoots.
- Edit such footage for use on Business website, Facebook Page, LinkedIn Company page, Business YouTube channel and other related marketing and PR.
- Offer customer service support with studio product information.
- Undertake errands assigned

*To apply for this job, please email your resume and a unique cover letter explaining why you're an ideal candidate for this position to Body Fundamentals, Inc.*

[change@bodyfundamentals.com](mailto:change@bodyfundamentals.com)

520-299-6541

**Essential Qualifications / Skill Requirements**

- Adept at using smartphone apps for videography & photography (e.g., InShot, Adobe Premiere Clip, Magisto).
- Excellent Computer Literacy skills (Microsoft Office 365 suite).
- Experience in a similar role in Events and Production.
- Excellent Communication skills.
- Proficient in social media application use.
- Polite, professional, outgoing, flexible disposition.
- Treat co-workers with respect.
- Demonstrate discretion with respect to proprietary / intellectual property.

*Note: Candidates will need to demonstrate proficiency in technical requirements listed above as part of interview process.*

**Preferred Qualifications:**

- Sincere interest in Health and Wellness as well as Event Production.
- Interest in learning production for small to medium sized events.
- Ability to work under pressure of Production and maintain a sense of humor.

**Education & Professional Development:**

- Either an Associate of Arts (AA) or Bachelor's Degree, or a Degree or Professional Certification in Media, Film production or a relevant field.

**Benefits:**

- 2 Pilates Equipment classes a month.
- Participation in Mindfulness, Meditation and Yoga segments of classes and events.
- Positive work environment.

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