Job Posting: Production Manager (Temporary, Part-Time)
 Lotus Education and Arts Foundation
 Location: Bloomington, IN preferred

The **Lotus Education and Arts Foundation** is seeking a dedicated and detail-oriented **Production Manager** to join our team for the 2025 **Lotus World Music & Arts Festival** and related programming. This is a **temporary, part-time position** that runs from **mid-May through late September** with flexible scheduling.

About Lotus

We're a nonprofit 501(c)3 based in Bloomington, Indiana, with a mission to create opportunities to experience, celebrate, and explore the diversity of the world's cultures through music and the arts. Our signature event, the Lotus Festival, brings artists and audiences together for an unforgettable celebration of culture and community.

Key Responsibilities

- Support the Associate Director in planning and executing the annual Lotus Festival.

- Assist with site binders, venue coordination, and street logistics.

- Assist in managing production runners and communicate artist technical needs.

- Review tech riders and assist in determining and sourcing backline needs.

Required Qualifications

- At least **1 year of live event or production experience**.

- At least **1 year working in a fast-paced, dynamic environment**.

- At least **1 year of customer service or client-facing experience**.

- Strong communication and organizational skills.

- Collaborative, reliable, and **mission-driven**.

- Passion for music, the arts, and creating inclusive community experiences.

Compensation & Schedule

- **$18–$22/hour**, based on experience.

- **4–8 hours/week**, with increased hours closer to the festival.

- Temporary role: **Mid-May to Late September 2025**.

Perks

- Volunteer **Lotus swag**!

- Be part of one of the most vibrant world music and arts festivals in the Midwest.

- Join a team and community that's passionate about culture, inclusion, and celebration.

To Apply

Email your **cover letter and resume** to associatedirector@lotusfest.org. Applications will be reviewed on a rolling basis—early submission encouraged!