



Contract Opportunity:
Production Services Support (Contractor)
Division: Digital Media & Live Events
Engagement Type: On-Call Independent Contractor (Hybrid)
United States — Travel As Needed
Day Rate: \$125 | Production Day Rate: \$150

Overview

THE GLADHAUS CO. is looking to engage a reliable, organized and adaptable independent contractor to support digital media, production coordination and live event execution. Travel may be required based on assignment.

This on-call contract engagement may include pre-production preparation, onsite event support and post-event administrative or content-related assignments. Contractors must be comfortable working in fast-paced environments, managing multiple priorities and communicating professionally with clients, talent, vendors, venues, production teams and attendees.

Assignments, schedules and hours are based on business and production needs and are not guaranteed.

Scope of Services

- Assist with event setup, breakdown, registration, check-in, credentialing and general production logistics.
- Coordinate artists, speakers, vendors, crew members and event participants in accordance with production requirements.
- Support backstage, green room, hospitality, talent and guest-related needs.
- Distribute schedules, run-of-show documents, signage and production materials.
- Monitor event spaces, communicate operational needs and maintain an organized, professional and guest-ready environment.
- Support basic stage, audio, lighting and visual production activities in accordance with production requirements.
- Capture approved event, behind-the-scenes and social media content using a mobile device or designated equipment.
- Upload, label and organize photos, videos, releases, production files and digital assets.
- Assist with content capture, social media posting, scheduling, community engagement, graphics, digital signage and promotional materials using approved templates.
- Update schedules, contact sheets, production trackers, checklists and event records.
- Assist with research, outreach, confirmations, follow-up communications and logistical coordination.
- Complete production errands, documentation and other assignment-related duties as needed.

Contractor Requirements

- Experience in event/media production, hospitality, marketing or administrative support is preferred.
- Strong organizational, communication and time-management skills.
- Ability to work independently and adapt to changing production needs.
- Professional demeanor and discretion when interacting with clients, talent, vendors and attendees.
- Familiarity with MS Office, Google Workspace, Stripe, GoDaddy, Posh required.
- Must have experience capturing and publishing digital content across an integrated suite of social media platforms. Experience using Canva, DaVinci Resolve or Adobe Premiere, CapCut required.
- Reliable transportation and availability for evenings, weekends and extended event hours.



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Equipment, Platforms and Confidentiality

Contractors may be required to use equipment, devices, software, accounts, credentials or digital platforms owned or managed by THE GLADHAUS CO., its clients or partners. All property and access must be used only for authorized assignment purposes, protected from unauthorized use and returned or relinquished upon request.

Contractors may also be exposed to confidential or proprietary information, including client and talent information, production plans, schedules, budgets, creative materials, media assets, account information and internal business processes. Such information may not be copied, retained, disclosed or used for any unauthorized purpose.

All content, media and materials captured, edited or produced within the scope of an assignment are created as works made for hire and are the sole property of THE GLADHAUS CO. and/or its applicable clients or partners.

Engagement is contingent upon execution of THE GLADHAUS CO. Independent Contractor Agreement, which includes confidentiality, non-disclosure and work product ownership provisions.

Physical and Assignment Requirements

Contractors must be able to remain active throughout a production assignment, stand or walk for extended periods and lift or carry production materials weighing up to 25 pounds, with reasonable accommodation when applicable. Event environments may include crowds, amplified sound, theatrical lighting and changing production conditions.

Pre-Production / Post-Production Day Rate: \$125 for scoped activities including administrative preparation, content editing, design and digital marketing support.

Production Day Rate: \$150 for scoped activities including production logistics setup through teardown.

Additional Work: Any work outside the approved assignment scope must be authorized in advance and may be compensated separately.

Contractors are responsible for their own transportation, parking, cell phone, computer, internet, marketing and other independently incurred business expenses unless otherwise authorized in writing. Accommodations and travel expenses may be provided for assignments requiring out-of-market travel, subject to approval.

Contractors are engaged as independent contractors and are responsible for all applicable federal, state and local taxes. THE GLADHAUS CO. does not withhold taxes or provide employee benefits for independent contractors. A Form 1099-NEC will be issued for annual payments of \$600 or more.

Submit Interest:

Please include a cover letter, summary of relevant experience, current city, market availability and applicable work samples.

Submit Interest: www.gladhaus.co/employment

Contact: hr@gladhaus.co