



## STRINGS MUSIC FESTIVAL

### House Manager

#### Organization

Strings Music Festival presents innovative programs of distinctive classical and popular contemporary music to the surrounding community of Steamboat Springs, Colorado and its visitors. Our intimate and friendly setting attracts people of all ages and backgrounds, and we enhance the cultural, educational, and entertainment experiences of our audience. No other organization brings world-class musicians to Northwest Colorado, creating the opportunities of a large city in a rural culture.

The summer festival season, now in its 38<sup>th</sup> year, features popular contemporary music, classical programs, youth and family concerts, and free community programs. Outside of the summer, Strings provides concerts as well as Strings School Days, a youth music education program. Strings Music Festival hosts over 100 events yearly, reaching over 26,000 audience members, and provides more than half of events at no cost. The festival's annual budget is \$3 million.

#### Position: House Manager

Strings Music Festival seeks a part-time House Manager, reporting to the Technical Director.

#### Key Accountabilities

- Provide a safe and organized experience for audience members and volunteers.
- Ensure the pavilion event runs smoothly, efficiently, and successfully.
- Respond and lead staff response to audience emergencies.

#### Roles & Responsibilities

- Manage all front of house staff, including facility assistants and concert volunteers, at all events: including sign-in, role assignment, tasks and sign-out.
- Oversee pavilion flow in all areas in front of house and mitigate any issues
- Mitigate incidents and accidents and administer First Aid/ CPR as well as call emergency services according to standard operating procedures.
- Problem solve patrons' issues, such as seating, and address patrons who resist following the rules of the venue
- Maintains the general order and rules of the facility for all staff and patrons
- Completes end-of-event House Manager report to Technical Director that includes maintenance and audience notes

## Experience & Qualifications

Required:

- An authoritative, direct and amenable persona.
- A minimum of four years of applicable professional experience, or a combination of related education and experience.
- Strong organizational, logistical and communication skills.
- Punctuality and a strong work ethic.
- The ability to work evenings and weekends
- Proven track record that demonstrates a work style that is highly collaborative and welcomes working in a small team environment.

Preferred:

- A knowledge of the community of Steamboat Springs, Colorado.
- Readily accessible and communicative by phone, text and email.
- First Aid/ CPR Certified or higher [will be certified within 6 months on the job]

## Compensation

\$25 per hour.

## How to Apply

Please email cover letter, resume, and a reference to [jobs@stringsmusicfestival.com](mailto:jobs@stringsmusicfestival.com) and address to Technical Director, Smitty Bell. No phone calls please. Strings Music Festival is an Equal Opportunity Employer.

Strings Music Festival is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, genetic information, age, veteran or military status, gender identity or expression, sexual orientation, marital status, parenthood, mental or physical disability, or any other basis protected by local, state, or federal laws.