

Assistant House Manager Apprentice

Dates of Employment: May 27 – August 11, 2019

Reports To: Director of Production

Supports: Performances, Patrons

Summary

The Assistant House Manager Apprentice helps facilitate a positive and enjoyable performance environment for our Brevard Music Center patrons. They assist in the management of the house for 6 performance venues and 100+ performances. They help coordinate efforts with our Brevard Music Center Association Adult Volunteers to ensure the proper number of ushers per performance. They assist in the training and orienting of these ushers, and continue emergency management guideline review throughout the season. They also help schedule and manage 100+ student work study ushers throughout the season. The Assistant House Manager Apprentice also resolves patron concerns during performances or brings the concerns to the House Manager. Holistic effective communication and dissemination of information is essential to the successful execution of this position.

Duties and Responsibilities

- Assist the House Manager in maintaining a clean and functional house at the Whittington-Pfohl Auditorium, The Porter Center, Searcy Hall, Ingram Auditorium and Straus Auditorium.
- Assist the House Manager in supervising the cleanup of the house before/after concerts and performances.
- Assist the House Manager in supervising the emptying of house garbage.
- Assist the House Manager in maintaining order in the auditorium before, during, and after concerts.
- Assist the House Manager in overseeing volunteer ushers and work study students.
- Assist the House Manager in updating inventory.
- Assist the House Manager in working with Production Management to produce all signage needed for designated BMC performance venues, rehearsal spaces and all facilities signs. This does not include parking signs for the Whittington-Pfohl Auditorium.
- Assist the House Manager in communication between Parking Staff, Box Office, and Stage Management to coordinate the opening of the house, the curtain time, and the intermission length (via provided walkie-talkie).

- Assist the House Manager in creating and distributing House Management Report following every performance.
- Assist the House Manager in House Managing at other venues as required.
- Assist the House Manager in supervising any Work Study Students and/or Apprentices assigned to you as directed by House Manager.
- Attend load- ins and outs as required.
- Other duties as assigned by supervisor.
- Supervised by the House Manager and Director of Production.

Qualifications

- Strong written and verbal communication skills with HM staff, BMC staff, and patrons.
- Highly motivated and passionate about ensuring a positive patron experience.
- Good attitude and work ethic.
- Willing to work physically.
- Willingness to take ownership of your position and not blame other staff members or outside circumstances for your degree of success on individual tasks and on your position as a whole.
- Able to take instruction and feedback from supervisors and use it to improve your job performance.

Requirements and Compensation

- Complete satisfactory background check
- Must have valid state driver's license and possess a clean driving record
- The Assistant House Management Apprentice includes a season stipend of \$1000 paid bi-weekly, full board, and on-campus housing

Review of applications will begin on **January 1, 2019** and continue until the position is filled. Applications are made through email only. Interested parties should send a cover letter, resume and references to:

Andrea Boccanfuso

Director of Production

Brevard Music Center

aboccanfuso@brevardmusic.org

Brevard Music Center is a summer institute and festival. Over four hundred young musicians from around the country come each summer to study and perform in over 80 concerts ranging from orchestra to opera, chamber music and pops. As a matter of policy, the Brevard Music Center does not discriminate on the basis of race, sex, color, creed, national origin, age or individual handicap in the recruitment and admission of students, the recruitment and employment of its faculty and staff, or the operation of any of its programs and activities.