

POSITION DESCRIPTION

Lutheran Summer Music Academy & Festival (LSM)



Title: House Manager & Production Coordinator
Classification: Independent Contractor
Department: Summer Staff
Reports to: Alumni & External Relations Director
Hours: Residence at LSM site from Friday, June 28, 2024 to Sunday, July 28, 2024

Position Overview

The House Manager and Production Coordinator oversees front-of-house needs and student volunteer coordination for the LSM Concert and Recital Series and other live events at the Lutheran Summer Music Academy & Festival (LSM). The House Manager and Production Coordinator has primary responsibility for upholding LSM's reputation for musical excellence and supporting the faculty and student musicians who make up the LSM community. The House Manager and Production Coordinator is encouraged to fully participate in the LSM community.

Responsibilities

- Provide primary oversight and coordination for all front-of-house needs for evening recitals, special events, guest artist recitals, and festival week activities: student ushers, hall signage, audience assistance, and ticket collection.
- Lead student volunteers who usher, collect tickets, and clean and organize lobby areas.
- Serve as Lead Usher for worship services and coordinate and lead student volunteers who usher, collect offerings, assist with communion, and other duties as assigned.
- Manage 1-3 Fellows whose primary administrative responsibilities will be to assist you.
- Assist Events Manager with the creation and printing of recital programs.
- Assist Academy Director with Chapel preparations for Half Session and Festival Week events.
- Hold regular office hours in LSM main office and assist with student needs as they arise.
- Assist Alumni & External Relations Director with outreach activities as assigned.
- Support student and fellow learning as applicable.
- Attend and participate in weekly staff and faculty meetings.
- Collaborate with host campus facilities' staff and crew to ensure a positive relationship.
- Other duties as assigned.

Qualifications

- Front of house management or equivalent experience. Musical knowledge a definite plus.
- Ability to work under pressure, respond to unforeseen challenges, and problem-solve in a calm manner in a time sensitive environment.
- Strong interest in being a positive representative and welcoming presence for all attending LSM events.
- Ability to lift and/or carry tables, chairs, and related items up to 30 pounds on a regular basis.
- Strong interest in working with high school students.
- Excellent time management and organizational skills.
- Professional appearance, dress, and demeanor.
- Microsoft Office Suite proficiency, with exceptional attention to detail.

Compensation/Benefits

Independent contractor receives stipend and travel allowance at the conclusion of LSM. A private room and board at host college are also provided, if applicable.

Apply

Interested candidates should send a resume, cover letter outlining qualifications, and three references to Eric Sayre, Alumni & External Relations Director, esayre@lutheransummermusic.org.