



HOUSE/FESTIVAL SERVICES MANAGER

Reports to: Director of Production
Classification: Seasonal (Summer 2021)
Schedule: May 18, 2021 – August 8, 2021
Salary: \$625/week
Location: Central City, Colorado

SUMMARY:

Central City Opera is seeking a House/Festival Services Manager for the 2021 season. Position involves oversight of all front-of-house matters, daily supervision of 11 interns and daily management of company housing and facilities issues. Position reports to Director of Production and General Director, plus regular interaction with Board members, artists, seasonal staff and administrative staff. Previous professional house management and company management experience essential.

Travel and housing provided. Valid driver's license required.

RESPONSIBILITIES:

- In this capacity, you will be in charge of front-of-house for all performances at CCO's main performance venue and other ancillary performance venues.
 - You will supervise the Festival staffers/interns in their usher duties before, during, and after mainstage performances and at other venues where they may function.
 - You will be on-call during company arrival weeks and for emergencies relating to housing and performances. On Mondays during company arrival weeks (the 1st 3 weeks on contract), you are on-call evenings only after 5pm.
 - You will maintain and update, as needed, the House Manager Manual and related documents each summer season, providing revised copies to the Director of Production prior to the end of each summer season.
 - You will be the direct supervisor, along with the Director of Production, of the Assistant House Manager/Intern, whose additional tasks include preparing the daily intern schedule, house managing ancillary performance venues and general assistance in support of the House Manager, including sometimes supervising other staffers.
 - You will supervise the Assistant House Manager to formulate the daily work schedule for the staffers in cooperation with the Director of Production, the Music Director, Departmental Heads with whom the staffers are interning and the Production Scheduler to ensure the smooth operation of the support activities of the Festival including, but not necessarily restricted to the following:
 1. maintenance of common facilities, such as Festival Hall (the Festival's main office in Central City), the Williams Stables (ancillary performance venue), and Foundry Rehearsal Building
 2. preparation/opening and end of season clean-up/closing of company housing and local rental housing
 3. general assistance/hospitality to artists for housing needs
 4. maintenance of theater, from edge of the stage to the floor of the house
 5. liaison with the downtown Denver office, including van runs to and from Denver and the metropolitan area
 6. operation and staffing of the switchboard/reception front desk at Festival Hall
 7. internships in the areas of office/music library/events, costumes/wardrobe, props, wigs/makeup, house management and stage management (although each department supervises their interns as well), in conjunction with the Director of Production
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8. You will be present, in front-of-house, for all mainstage performances and other ancillary performance venues, interacting with the public when appropriate, and projecting a professional and efficient image as a representative of Central City Opera.

HOW TO APPLY:

Please send the following materials to Karen T. Federing, Director of Production, at kfedering@centralcityopera.org:

- Cover Letter
- Resume
- Three (3) References

Position will remain open until filled.
