



2022 Festival – House/Festival Services Manager

Reports to: Director of Production and Artistic Director
Classification: Seasonal (Summer 2022)
Schedule: 12 weeks – May 17, 2022 through August 7, 2022
Salary Range: \$625/week plus housing
Location: Central City, Colorado

- ◆ In this capacity, you will be in charge of front-of-house for all performances in the Central City Opera House and other ancillary performance venues.
- ◆ You will supervise the Festival staffers/interns in their usher duties before, during, and after performances in Central City 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.
- ◆ Position direct reports to Director of Production and Artistic Director.
- ◆ 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/watering of Opera Garden and summer plantings
 5. maintenance of theater, from edge of the stage to the floor of the house and balcony (including exterior patron restrooms)
 6. liaison with the downtown Denver office, including van runs to/from Denver and the metropolitan area
 7. operation and staffing of the switchboard/reception front desk at Festival Hall
 8. internships in the areas of office/music library, events/development, costumes, props, wigs/makeup, house management and stage management (although each department supervises their interns as well), in conjunction with the Director of Production
 9. You will be present, in front-of-house, for all performances in the Opera House 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.

Candidate must be comfortable working in a supervisory capacity, able to grasp a fast-paced theatrical Festival environment quickly, deal with stress well, be proactive/take initiative, able to troubleshoot, able to take direction both written and verbal, able to multitask, be organized in mind and action, be comfortable driving a minivan and

possibly a small box truck, willing to get their hands dirty handling seasonal facilities matters and possess an easygoing and can-do supportive mentoring spirit. This is not primarily a desk job. But it is a great job for anyone looking to mentor young professionals, work amidst a variety of Victorian-era historic landmarks facilities, and be an essential part of a nationally-known and respected arts organization.

Housing – in the form of company housing consisting of a private bedroom, bathroom, kitchen, living areas – will be provided for you, rent free, by the Association during the time you are in Central City. Our agreement with the Historic Properties Division of the CCOHA does not permit pets.

Drug or alcohol abuse on CCOHA property (including company housing) will not be permitted and may be grounds for immediate dismissal and the cancellation of your contract. CCOHA has a strict policy against harassment based on gender, sexual orientation, race, disability, age or religion.

All seasonal employees must be fully-vaccinated and provide proof of status.

CCO is committed to creating and sustaining an inclusive and equitable work environment. Equity, diversity, and inclusion are core values and we are currently working to expand our capacities in these areas with company-wide understanding that this is an ongoing process that must be embedded into the fabric of the organization. We encourage candidates who identify as BIPOC, LGBTQ+, otherwise-abled, and other underrepresented identities to apply. All applications will receive consideration for employment.

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.