



eastern music festival

## 2024 ASSISTANT FRONT OF HOUSE MANAGER

### REPORTS TO:

Melanie Watson, Front of House Manager  
Beverly Naiditch, Director of Operations

The Assistant Front of House Manager reports directly to the Front of House Manager and indirectly to the Director of Operations (Beverly Naiditch). This staff member assists on several key concert-related production fronts, including:

- Working with Festival staff, ticketing/box office contract staff, and work-study teams to seamlessly produce and manage each public event (concerts, recitals, and open rehearsals)
- Training and supervising student usher and parking crew students (ages 14-23)
- Assigning and communicating crew schedules
- Overseeing patron parking, seating, and safety
- Assisting with patron ticketing

### REQUIREMENTS:

Applicants should have:

- Excellent leadership and interpersonal skills
- Experience managing groups of people (specifically students ages 14-23)
- Experience in customer service
- Strong organizational and time-management skills
- Ability to work in a fast-paced environment
- Strong computer skills including Microsoft Word and Excel, and the use of social media

This position will require a minimum of 30 hours per week.

Front of house experience and knowledge of classical music are recommended, but not required.

All summer staff members are encouraged to attend a wide variety of concerts, educational programs, fundraising events, etc., to gain a thorough understanding of all aspects of the artistic and administrative activities of the Festival. Summer staff may occasionally be assigned to projects outside of their position descriptions, as needed.

**STIPEND:** \$1,200 stipend, plus room and board (if needed) and a Cafeteria Meal Card OR \$300 food stipend. (Please indicate choice.)

**ARRIVAL DATE:** Monday, June 17, 2024

**DEPARTURE DATE:** Monday, July 29, 2024

### APPLICATION PROCESS

Please email your resumé, cover letter and a completed EMF Summer Staff Application Form to [info@easternmusicfestival.org](mailto:info@easternmusicfestival.org) with the subject line "EMF Summer Work." Download the EMF Summer Staff Application Form from [easternmusicfestival.org/employment/](http://easternmusicfestival.org/employment/). Deadline for receipt of applications is **February 28, 2024**.

### QUESTIONS?

[info@easternmusicfestival.org](mailto:info@easternmusicfestival.org)

(336) 333-7450 ext. 222



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**About Eastern Music Festival:**

For over six decades, Eastern Music Festival (EMF), a nationally recognized classical music festival and summer educational program, is produced each summer on the campus of Guilford College in Greensboro, North Carolina. EMF is distinguished by its accomplished faculty, exhilarating repertoire and performances, and renowned visiting artists under the artistic direction of Gerard Schwarz. A powerful teaching institution, EMF provides encouragement and guidance to hundreds of young musicians from across the country and around the globe as they take their first steps towards careers in the performing arts. EMF's five-week 63rd season is June 22 – July 27, 2024. For more information, visit [easternmusicfestival.org](http://easternmusicfestival.org). Follow EMF on [Facebook](#), [Instagram](#), and [YouTube](#).