



Title of Position:	2018 Party Manager
Website:	a2sf.org
Est Hours Required Per Week:	5-10 hours/week (as needed) in May; 40 hours/week during June 8-July 1
Reports to:	Programming & Operations Manager and Development Director
Wage:	TBD; Hourly rate commensurate with experience

Summary Description:

The Ann Arbor Summer Festival seeks a seasonal staff person to coordinate private parties, events and hospitality at Top of the Park (TOP), taking place in two party tents, annex event space and in the Grove area throughout the season. This public facing role is expected to deliver a high level of customer service and clear, respectful communication with a number of different constituents including vendors, stakeholders and the general public. This position closely collaborates with a number of positions including the TOP Site Manager, Front of House Manager, and Development Director.

Duties include, but are not limited to:

PRE-PRODUCTION

- Provide for a seamless planning process for all party planners and event contacts, including: catering, beverage selection, event furniture/tent set up, parking, set up and clean up
- Advance all event details for every party rental and Annex events taking place at TOP
- Contribute to and maintain applicable areas of the Nightly Production Schedule, populating relevant party details
- Suggest changes to processes including party advancing and onsite staffing to Development Director and Programming & Operations Manager as needed
- Attend pre-production meeting(s)

NIGHTLY PARTY MANAGEMENT

- Act as nightly host to multiple private parties, including assisting with guest lists, name tags, crowd management, general problem solving and end of event wrap out
- Collaborate closely with other managers for event execution and clearly communicate operational support needs including trash removal, restocking, and technical assistance
- With festival management and hourly staff, create and maintain a pleasing and environment for all TOP activities to realize a safe, enjoyable, and clean event
- With Event Manager and staff, set up and break down all party rental tents with needed furniture, stanchions, signage and materials in a timely and efficient matter
- With event staff, pre-stock bars and set furniture for the next day's parties before departing each night
- Supervise party bartender staff and ensure positive customer interactions, safe serving practices, and correct processing of nightly paperwork and cash reconciliation
- With other seasonal managers, provide supervision of hourly staff working in parties (in tents & Grove), while continually communicating festival administrative policies and performance expectations
- Assist party hosts and their caterers with load-in/load-out respective to party site
- With a low profile, help supervise parties for event "crashers" and watch for any misconduct or underage drinking; address any issues immediately and communicate to Site Manager and Development Director
- Spend appropriate time with party hosts, sponsors, and donors ensuring that the event is going as planned
- Work with cash team and festival office to insure proper party invoicing to party organizers
- Under the direction of the Production Director and Site Manager, maintain event safety, addressing issues of weather, crowd, and emergencies as instructed
- Other duties as assigned

POST-PRODUCTION:

- Organize and clean party rental areas in advance of load-out, perform inventory, and assist Production Director as needed
- Update festival database with party host contact information
- Write thank you notes to each event host and key vendors at the end of the season on behalf of the festival
- Submit brief written report evaluating your individual performance and suggestions for improvements in your area
- Attend a post-production meeting immediately following the end of the season

Qualifications/Requirements:

- Minimum 3 years of experience in hospitality, event management, or related field
- Demonstrable resilience and the ability to handle long hours and fast pace with a positive attitude
- Independently motivated, mature, working with exceptional integrity and team leadership
- Excellent communication skills (verbally and written) and ability to communicate with extreme diplomacy, professionalism, and graciousness
- Demonstrated ability to make sound decisions under stress
- Ability to handle the public (especially VIPs) with professionalism
- Available nightly between June 8- July 1, 2018
- Must also be able to lift and carry 15-45 lbs. for short distances.

Submission:

Please submit contract fee expectations, general availability, and a resume with references to Heather Steenrod at steenrod@a2sf.org

Candidates are asked not to request submission status via email or phone. Position will remain open until filled. Resumes are kept on file for future consideration.