

**Title of Position:** 2018 Artist Services Manager  
**Location:** Ann Arbor, MI  
**Web Site:** A2SF.org  
**Est Hours Required per Week:** 8-16 avg hrs per week pre-production, 30-40-avg hrs per week June – July  
**Wage:** Flat gross contract fee based on experience

General Purpose of Position:

The Ann Arbor Summer Festival seeks a seasonal manager to oversee all artist accommodations, catering, hospitality, transportation, and merchandise services for select national and international artists presented during the 2018 season.

Duties Include:

- Responsibility for the coordination, negotiation, budgeting, advancement and fulfillment of the hospitality, catering, air travel, ground transportation, parking, freight shipping and the hotel accommodations needs of between 10-20 visiting seasonal artists residency activities.
- Train and manage a team of 3 - 4 assistants (hourly employees and interns) to fulfill artist services needs.
- Plan, schedule and assign staff for artists' activities including shopping, errands, and local travel using either personal vehicle or rented Festival vehicles as required
- Provide expert and efficient "handling" of all artist company members between the area of Artists Services, accommodations and the stage/technical coordination
- Overseeing ticketed artist merchandise sales and settlements
- Maintain a positive and supportive relationship with visiting artists, crew, venue staff, donors, volunteers and the public that positively reflects on the Festival, and helps us realize a successful season
- After the last performance, provide timely closure of all hospitality areas, returning rentals, inventory, clean up, and department accounting
- Perform other duties as assigned

Qualifications/Requirements:

- Minimum 3 years of experience in artist services, company/tour/or stage management, or related field Knowledge of the performing arts industry, and experience coordinating live performing arts activities.
- Independently motivated, mature, working with exceptional integrity and team leadership
- Demonstrated organizational ability to work under pressure on multiple projects with competing deadlines, establishing goals and workload priorities in a competent, organized and unflappable manner
- Demonstrable ability to consistently meet deadlines with high accuracy, attention to detail, and follow-through
- Demonstrated ability to make sound decisions under stress
- Ability to handle the public with professionalism in a backstage environment
- Understanding of accounting, budgeting, and financial production issues, and ability to track and monitor expenses related to performances
- Demonstrable resilience and the ability to handle long hours and a fast pace with a positive attitude
- Flexibility and willingness to work overtime as required; must have availability for evening and weekend work
- Excellent communication skills (verbally and written) and ability to communicate with extreme diplomacy, professionalism, and graciousness
- Superbly proficient in proof reading, editing, punctuation and grammar
- Working knowledge of Ann Arbor/Washtenaw County area production services, products, and logistics
- Fluent and efficient using Microsoft Office and Google Docs in a Mac environment.
- A college degree and a background in the arts is preferred
- A minimum of 4 recent references must be provided
- Must have access to reliable transportation, valid driver's license, and good driving record
- Must also be able to lift and carry 30-75 lbs for short distances

Submission:

Please submit a cover letter with contract fee expectations, general availability, and a resume with references to Mike Michelon at [michelon@a2sf.org](mailto:michelon@a2sf.org)

- Candidates are asked not to request submission status via email or phone.
- If your qualifications match current openings, you will be contacted directly
- Position will remain open, until filled. Resumes are kept on file for future consideration.