

Tuesday, April 23, 2024

## Front of House Coordinator, 2024 River to River Festival

Company: River to River Festival

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Compensation: \$2,200 for the full festival (approx 60- 70 hours in total)

River To River Front of House Coordinator

Lower Manhattan Cultural Council

May 28th - June 28th 2024

Founded as Lower Manhattan Cultural Council, LMCC is a dynamic non-profit organization that serves, connects, and makes space for artists and community. Since 1973, LMCC has been the champion for independent artists in New York City and the cultural life force of Lower Manhattan.

LMCC seeks part-time temporary River To River Front of House Coordinators in June for the 2024 River To River Festival to implement LMCC's on-site presence and Front of House strategy at River To River events. The festival dates are June 7-23; the position includes periodic site visits and administrative work from early June leading up to the festival. Events will be divided among several coordinators based on availability provided at the time of accepting the position. Front of House Coordinators report to the Audience Services Manager and support the Public Programs Department.

Responsibilities include, but are not limited to, the following:

- Attending meetings and site visits with artists and Production team prior to the festival to develop Front of House strategy.
- Liaise with the Audience Services Managers, Production Manager and Marketing Team to create any necessary front-of-house materials specific to project(s) being managed
- Working with LMCC staff to manage Front of House strategy at River To River events, which will include: overseeing staffing for assigned project(s), managing logistics and set up of event materials including: signage, tent/table/chairs and materials, and all transportation of materials, supporting collection and management of RSVPs, including the management of the waitlists, ensuring all established COVID-19 protocols in accordance with New York State health and safety guidelines are followed by events attendees.
- Working with Production Manager(s) to fill out Event Reports following each event.
- After the conclusion of the festival all event reports, reimbursements, and payment invoices must be submitted between June 24-June 26th.
- Evening and weekend work is required. In addition, daytime availability is required for meetings, site visits, and etc....
- Being required to lift over 40 pounds

Supervisory responsibilities include:

FOH Assistants and Staff Volunteer(s)

Qualifications: Strong candidates for this position will have:

- Experience in house management, event management, and/or customer service.
- Demonstrable project management skills in varied settings.
- Knowledge and interest in contemporary performing and visual arts.
- Ability to prioritize workload and time management to multiple deadlines.
- Ability to remain calm in periods of hectic activity.
- Collaborative self-starter.
- Excellent written and verbal communication skills.
- Strong administrative and organizational skills; experience with MS Office (Word, Excel, etc.), Gmail and Google calendar, FormAssembly, EventBrite and Mac OS.

To Apply: Please email your resume with a cover letter to the Audience Services Manager Jordan Morley, at [jobs@lmcc.net](mailto:jobs@lmcc.net). Make sure to include within your cover letter your schedule availability, state how you heard about the position, and what interests you in working the festival or with LMCC.

Please use the subject line in the email "R2R FOH Coordinator: [YOUR FIRST AND LAST NAME]"

No phone calls, please. Only those we wish to interview will be contacted.

Compensation: Front of House Coordinators are independent contractors and will receive a stipend for work completed from June 7 - 23, 2024 of \$2,200 for the full festival (approx 60- 70 hours in total)

Lower Manhattan Cultural Council is an equal opportunity employer dedicated to building a culturally diverse and equitable environment, and strongly encourages applications from people of color and women.

To learn more about LMCC, please visit [www.LMCC.net](http://www.LMCC.net)

### ABOUT LMCC

Founded as Lower Manhattan Cultural Council, LMCC serves, connects, and makes space for artists and community.

Since 1973, LMCC has been the champion for independent artists in New York City and the cultural life force of Lower Manhattan.

We envision New York City as a place in which artists and communities are in dialogue to create a more just, equitable, and sustainable society.

## ABOUT The Arts Center at Governors Island

The Arts Center at Governors Island is a creative incubator featuring artist residency programs, and a space for exhibitions and public engagement. Work developed and presented at The Arts Center at Governors Island focuses on questions of ecology, sustainability, and resilience. Minutes away from Manhattan by ferry and located on the arcadia of Governors Island, The Arts Center offers artists a environment to create and develop work that is multifaceted in its uses and its programming, at once serene and contemplative, dynamic and exploratory. The Arts Center at Governors Island is programmed and operated by LMCC.

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River to River Festival  
[lmcc.net](http://lmcc.net)

For more information:  
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[jobs@lmcc.net](mailto:jobs@lmcc.net)

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