

Concert Halls - Recital Manager – Performance Production Services

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| No. of Jobs Available: | 12 |
| Supervisor: | Sean Mulcahy, Assistant Director of Performance Production Services |
| Contact: | sean.mulcahy@necmusic.edu, (617)-585-1186 |

Job Summary: This position has two areas of responsibilities: Recital Management and general Stage Assistant work.

When working as a Recital Manager, you will be responsible for managing all aspects of a student recital. Recitals take place in Brown Hall, Williams Hall, Keller Room, Pierce Hall, St. Botolph G-01, Burnes Hall, the Eben Jordan Ensemble Room and the Plimpton-Shattuck Black Box Theatre. You will be responsible for both stage and front of house duties before, during and after a recital.

Job responsibilities include but not limited to setting audience seating before recitals; setting music stands, chairs, pianos and harpsichords during recitals; control of stage and house lighting during recitals; monitoring patron access to hall during recitals.

When working as a Stage Assistant, you will be work with the full-time NEC Concert Halls staff preparing halls and rooms for rehearsals, recitals and/or special events. Job responsibilities include but not limited to moving music stands, chairs and percussion equipment in the halls. Resetting audience chairs.

Position is compensated at \$13.50 per hour.

Work schedule: Recitals are generally scheduled evening hours Monday through Saturday and afternoon and evening hours on Sunday. Stage assistant work will be schedule as needed. We anticipate looking for student work help during daytime and evening hours as dictated by the hall use schedule.

Position starts on 9/7/2021 and this is an on-campus position.

\$13.50 per hour.

Qualifications:

Strong interest in providing complete customer service to students, faculty, staff and external users of NEC's recital spaces.

Previous recital management and/or stage crew experience preferred but not necessary. Must be available to work evening and weekend hours. Physical ability to set up and move chairs, music stands, percussion instruments and pianos. All pianos are on wheels but they are still heavy.

How to Apply: Email Sean Mulcahy with resume and letter of interest.