

OVERVIEW

This position oversees concession sales for all summer concerts. Concessions is key to the concert experience. The manager supports ticket sales and fundraising by enhancing that experience for patrons. The manager also assists GTMF's Development team by coordinating musician and donor events. The ideal candidate will thrive in fast-paced social settings, know when to take initiative and when to ask for help, and pay attention to the little things. The Concessions Manager reports to the Individual Giving Associate.

This is a seasonal, full-time position with employment spanning nine weeks – June 19 to August 19, 2023. Because of the event-oriented nature of the work, daily and weekly schedules, shift breaks, days off, and time off are subject to change to fulfill job duties. This position is expected to work 40 hours per week.

DUTIES/RESPONSIBILITIES:

- Lead concessions sales at every summer concert (75%)
 - Set up, tear down, and manage stocking
 - Close concessions and reconcile banks
 - Manage food, beverage, and merchandise inventory
- Coordinate lunches, parties, and events (15%)
 - Order, deliver, and set-up food for two musician lunches at the concert hall
 - Coordinate details for musician parties
 - Assist with other fundraising events
- Other duties as assigned by the Individual Giving Associate (10%)

REQUIRED SKILLS/ABILITIES:

- High school diploma or general education degree (GED) required
- Excellent organizational skills, ability to prioritize, and comfortable working independently
- Exceptional oral and written communication skills, including strong spelling, grammar, and punctuation
- Must be committed to providing outstanding customer service and demonstrate strong interpersonal skills
- Strong attention to detail
- Proficient computer skills and ability to operate general office equipment
- 21 years of age or older and willing to serve alcohol
- Valid driver's license
- Access to reliable transportation
- Ability to frequently sit for long periods of time – up to 70% of the time.
- Ability to frequently stand for long periods of time – up to four hours at a time.
- Ability to talk and hear colleagues and patrons – up to 40% of the time.
- Ability to repetitively move wrist, hand and/or fingers – up to 70% of the time.
- Ability to see 20 inches or less reading/watching computer screen.
- Job sometimes requires varying, inclement outdoor weather conditions – up to 25% of the time.
- Ability to lift/carry up to thirty (30) pounds.

COMPENSATION

- Stipend is \$500 per week, payable on the 15th and last day of each month
- Housing in shared accommodations will be provided for the duration of seasonal employment

Interested candidates should send a resume and cover letter to jobs@gtmf.org