



SUMMERSTAGE

To Entertain, Educate, and Elevate

Event Manager Job Description

General: The Event Manager is responsible for ensuring that our patrons, performers and volunteers have a positive experience. All volunteers and anyone else that interfaces with our patrons, performers, and other personnel need to be friendly, helpful, and positive. Visitors should feel welcome at our venue. The Manager needs to wear appropriate clothing with the SummerStage logo and represent SummerStage in a friendly, positive manner.

- **Before Event - Responsibilities**

- Pick up Square charge card unit, programs, pass list, and any other required items from the SummerStage office at \$12 Genesee Street, Delafield, WI 53018.
- Make sure that the house manager has opened the venue.
- Talk to House manager and/or Stage Manager to make sure they will have whatever is needed at the venue set up for their event
- Ensure that the Technical Manager has what he/she needs
- Greet volunteers, make sure they have a signed volunteer form, make sure they're set up in their proper locations and ensure they're aware of their responsibilities
- Prepare admissions area including money box, tickets, programs, Flag, etc.
- Also need to set up information table including area and local business brochures and other informational documents (especially sponsor information)

- **During the Event - Responsibilities**

- Stay in contact with Stage Manager, House Manager, and Technical Manager to make sure they have what they need
- Make sure concession volunteers have what they need

- **After the Event - Responsibilities**

- Thank volunteers
- Thank patrons
- Make sure all patrons are out of the venue
- Put away the brochures, programs, etc. Lock the admissions storage container.
- **Make sure event tracking sheet is filled out by admissions and money is counted and separated from seed money.**
- **Lock all money in concession stand (out of site) or drop off at office**