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## *Entertainment Manager Job Description*

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### Position Summary

The Entertainment Manager for the Monroe Arts Center will report directly to the Executive Director. The Entertainment Manager will manage performances and entertainers for the Entertainment Season and assist with MAC Fundraising Events and other MAC Events as needed, while ensuring a positive experience for guests of the Monroe Arts Center.

### Essential Duties and Responsibilities

#### *Entertainment*

- Manage performances for MAC Entertainment Season;
  - MAC Main Stage Series
  - Family and Kids Series
  - Sunday Concert Series and Summer Concert Series
  - Performance in Schools Series
  - Summer Concert Series
  - Special Events (Taste of Spring, Underwriters Preview Party)
- Contact Agents/Performer and ensure that Contract requirements that address performance dates, deposits, fees, technical riders, hospitality riders, and any other additional contract terms are fulfilled.
- Work with Audio and Lighting Technicians, Piano Tuner, and Backline Providers when necessary to execute contract requirements.
- Secure lodging, catering, and travel when required.
- Be onsite for audio techs, performers arrivals and load in/out.
- Make sure dressing rooms are prepared.
- Be available during performance to assist ushers, bar sales, running stage lights, or wherever assistance might be necessary.
- Make sure performers are paid.
- Remain at venue until strike is complete and everyone has left the building.
- Follow up with booking agent for post-show feedback.

#### *Performance in Schools/Classical Connections*

- Make arrangements with school venues for performance technical needs.
- On performance days, meet performer/s at the school venue, assist with load in/out, lighting, audio, if needed. Stay at the venue until the performer/s have left.

#### *Special Events*

- Taste of Spring
  - Secure live entertainment for event.
  - Secure Auctioneer, audio tech, and confirm details.
  - Secure Assistant for the Auctioneer.

- Assist with Event set-up and clean up.
- Underwriters Preview Party
  - Secure date and confirm details with audio tech.
  - Assist with Event set-up and clean up.
- Holiday Silent Auction Catalogue
  - Work with Auction Committee to set up event.

This is an independent contractor position with a per show stipend.

Please send cover letter and resume to [info@monroeartscenter.com](mailto:info@monroeartscenter.com).