



Santa Fe Chamber Music Festival

2025 House Manager

The Santa Fe Chamber Music Festival is now accepting applications for the House Manager Position. Successful candidates will be integral members of the Festival staff for its 52st Season in July and August, 2025.

The Santa Fe Chamber Music Festival is an internationally acclaimed six-week summer festival of over 40 chamber music concerts and youth concerts performed by world-class musicians. Under the leadership of Artistic Director Marc Neikrug, the Festival gathers artists from around the world to perform in Santa Fe. The esteemed artists for the 52nd Season will include Kirill Gerstein, Juho Pohjonen, Gilles Vonsattel, Orion Weiss, Colin Currie, Chad Hoopes, Paul Huang, Yura Lee, Eric Kim, Paul Watkins, Tara Helen O'Connor, David Shifrin, Carol McGonnell, Stefan Dohr, the Dover, Escher, JACK, Miami, and Calidore String Quartets, and others. **Visit our web site at www.santafechambermusic.com.**

The House Manager oversees all front-of-house operations and audience services for the Santa Fe Chamber Music Festival. Responsibilities include managing the front-of-house experience during concerts, supervising volunteer ushers, and ensuring a welcoming and organized environment for patrons. Some specific duties include supervising audience entry and exit, electronic ticket taking, addressing any ticketing or seating issues that may arise, overseeing program book availability and program insert insertion, advising on placement of walkers and wheelchairs, answering audience questions, and manning the door for late seating. This position is also in charge of the musician green room setup and breakdown, setting out refreshments and replenishing supplies as needed.

A successful candidate will have a hospitality-oriented mindset, excellent organizational and interpersonal skills, general computer skills, the ability to lift and carry 25 lb. boxes of program books, and the ability to work calmly and diplomatically under pressure. A commitment to providing exceptional patron service and fostering a positive atmosphere is essential, and a background in music, theater production, or house management is highly preferred. Familiarity with festival operations and a dedication to working an intensive six-week schedule are also required.

Term of employment: July 7 – August 19, 2025. The compensation for the full season is \$6,000.

How to apply:

Please email cover letter, resume, and two letters of reference to jobs@sfcmf.org.

Please specify interest in the House Manager Position in the subject line.

Application Deadline: January 31, 2025.