

House Manager/Stage Manager – Evanston

Looking for a part-time gig in Evanston where you can work flexible hours around your schedule? Love music and working around music; love working with musicians? If so, we may have an opportunity for you! The Music Institute of Chicago (MIC) has immediate part-time openings!

We are looking to hire new members to join the Hall Staff of the Music Institute of Chicago, at Nichols Concert Hall, located at 1490 Chicago Avenue in Evanston. Hall Staff members work part-time as House Managers and Stage Managers for various MIC and rental events. The concert hall hosts between 25-30 events every month, with most events occurring in the evenings and on weekends. Your duties will focus on the following areas:

Venue Operations

- Setup and operate audio/visual equipment.
- Operate front and back of house light boards.
- Move instruments, equipment, chairs, and music stands as needed.
- Monitor all assigned event spaces to ensure safe, orderly, and clean.

Administrative Assistance

- Implement event setup and operation instructions provided on staffing sheets.
- Communicate with primary rental or MIC contact for any last-minute changes or requests.
- Submit monthly shift requests and report changes to supervisor in a timely manner.

Customer Service

- Assist rental contacts/staff, MIC faculty and patrons with facility related requests.
- Consult supervisor when necessary or when a request falls outside of normal job duties.

Hours and Pay

Working hours are flexible – you choose your own hours, based on available shifts. Hall staff members must commit to work a minimum of 3 work shifts a month; each shift is a minimum of three hours. Pay is \$12 per hour and benefits include up to three complimentary tickets to MIC concerts and performance/rehearsal time in Nichols Concert Hall.

Qualifications and Application Process

- Previous experience in stage managing is preferred but not required.
- Background in music is highly preferred, including basic knowledge of classical and other forms of music.
- Due to frequent interactions and communication with musicians, faculty and performers, a Bachelor's degree in a music related field is preferred, or progress towards completion of a degree.

For immediate consideration, please email a resume to Giles Lemmens, Assistant Director of Performance Activities, at glemmens@musicinst.org.

And be sure to check out our website at www.musicinst.org.