



Venue Manager (Seasonal, June)

The Princeton Festival is the premier summer program of the Princeton Symphony Orchestra (PSO), a cultural centerpiece of the Princeton community and one of New Jersey's finest music organizations. Since 2005, The Princeton Festival's annual season has offered a multi-genre festival of the performing arts, including fully-staged operas, musical theater, jazz, chamber music, symphonic concerts, piano, organ and vocal recitals, dance, world music, and a piano competition. The Festival also offers a free public lecture series prior to each season and engages students and adults alike through its intergenerational community programs. It features internationally-renowned professional artists and regularly collaborates with other New Jersey performing arts organizations.

The Festival is presented in an outdoor performance tent built on the grounds of Morven Museum & Garden in Princeton, NJ.

JOB TITLE

Venue Manager (Seasonal, June)

POSITION

The Venue Manager's role is to ensure that the Festival site is run smoothly and is well-maintained from setup to teardown. This is a temporary position whose primary purpose is to oversee the general operations of the Princeton Festival's facilities before, during, and after all concerts. The Venue Manager will report to the Director of Artistic Operations and will work closely with front-of-house, security, concessions, and production staff along with Princeton Symphony Orchestra staff.

ESSENTIAL JOB FUNCTIONS

- Prepare for each performance by managing the setup (with production assistants) of temporary tent structures, dining area/special event furniture, signage, and refuse containers, ensuring that audience services (i.e. water and restroom supplies) are stocked and replenished.
- Monitor front-of-house area throughout performance and respond to any matters that need attention.
- Assist front of house staff in crowd control during high traffic events.
- Address any issues that arise with a high level of professionalism. As a visible staff member in the front of house, be prepared to answer patron questions and/or direct them to the appropriate member of staff.
- Monitor waste management, cleaning, and other site services.
- Ensure the performance space is cleaned, restocked, and secured following each performance.
- Assist with preparation of Festival site pertaining to load-in and venue preparation.
- Read and retain information about event details for each day.
- Maintain familiarity with Festival Emergency Plan.

QUALIFICATIONS

- Applicants must be 18 or older, graduated from high school, and authorized to work in the US.
- Must have management experience, preferably in the entertainment or non-profit arts industries.
- Attention to detail.
- Ability to maintain a high level of poise and professionalism in all circumstances.
- High standards of integrity, credibility, and reliability.
- Works well independently and in a group setting, a true team player.
- Strong written and verbal skills.
- Must have a reliable form of transportation.
- Experience/familiarity with accessibility services.

PHYSICAL REQUIREMENTS

- Must be able to lift 50+ pounds.
- Must be able to stand and exert well-paced mobility for multiple consecutive hours at a time in an outdoor environment.

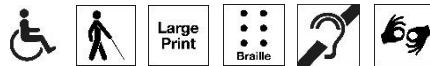
COMPENSATION AND SCHEDULE

This is a temporary position. The Princeton Festival takes place June 6-21, 2025, with load in beginning June 2 and load out concluding June 23. The individual in this position must be available to work for the entire period including daytime, evening, and weekend work. Pay: \$4,000.

HOW TO APPLY

Submit a resume and cover letter to employment@princetonsymphony.org with "Venue Manager" in the subject line. Application review will begin immediately and will continue until the position is filled.

All applications will be treated as confidential. Electronic submissions only – no phone calls. If you require any assistance or accommodations during the interview process, please include this information when submitting your application. We are only able to contact those candidates selected for an interview.



The Princeton Symphony Orchestra (PSO) is deeply committed to a thoughtful, honest, and ongoing self-examination of how we are applying principles of equity, diversity, and inclusion (EDI) and antiracism within our organization. Individuals who bring diverse backgrounds and perspectives are encouraged to apply. It is our policy to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, status as a qualified individual with a disability, or any other characteristics protected by federal, state, or local law.