

Stanford Live - Artist Services Assistant

Hours: Part-time (Temp-casual)

Start date: July 2021

Stanford Live presents a wide range of the finest performances from around the world fostering a vibrant learning community and providing distinctive experiences through the performing arts. With its primary home at Bing Concert Hall, Stanford Live is simultaneously a public square, a sanctuary, and a lab, drawing on the breadth and depth of Stanford University to connect performance to the significant issues, ideas, and discoveries of our time.

Stanford Live maintains a busy presenting schedule with about 150 performances per year in music, dance and theater. The main season takes place in alignment with Stanford's academic calendar and runs from late September to early June. The Artist Services Assistant works on performance days and provides essential support to artists appearing with Stanford Live. This role is often the first to arrive at the venue before the artist and often before the crew and the last to leave. This role provides a unique opportunity to learn about the planning and execution of performance day logistics and how to be an effective artist liaison and team player in the performing arts.

Responsibilities include communicating with the artist about production and performance schedule, escorting the artist to the stage, liaising artist guest ticket needs with the box office, shopping for and overseeing hospitality and dressing room set up, ordering artist meals, arranging ground transportation when needed, and providing administrative support and interfacing with the production crew. Additional duties may arise on the day of performance. Hours are variable and work days could range from four hours up to about 12 hours (overtime pay over 8 hours) depending on the production schedule.

This position reports to the Artistic Administrator who schedules the Artist Services Assistant from a small pool of employees. The Artistic Administrator prepares and hands off to the Artist Services Assistant a packet of relevant information for the day, including the artist contract, the daily schedule, an artist information sheet, the guest tickets list and the merchandising agreement.

Requirements:

- Must be organized, detail-oriented, punctual, tactful, and have effective communication skills.
- Willingness to work evenings and weekends when performances occur.

Please submit resume and cover letter to Laura Evans (levans2@stanford.edu).