Apprenticeship Opportunity – Live Music Industry

Over the course of 8 months, this apprenticeship will introduce participants to multiple facets of the live concert industry. You will work alongside the Director of Operations for Frost Amphitheater, starting with an 8-week introduction to the basics of concert promotion, venue management and artist touring. This introduction will be done in conjunction with work leading to the opening of the Frost Amphitheater season, generally in mid-April. This portion of the apprenticeship calls for 8 hours of office work per week.

As the Frost season begins, the position will transition into a more traditional, hands on internship, focusing on concert operations and production, as well as budgeting and organizing largescale events. This will consist of 4 hours of regular office time per week, with an additional 4 hours each week spent observing and participating in various aspects of concert operations.

Frost Amphitheater is an iconic 8,000 capacity venue, which was recently renovated and reopened in 2019, presenting major acts including Bob Dylan, Odesza, Jorja Smith and Kali Uchis, The National and the San Francisco Symphony. Frost offers a unique opportunity for a student to work in a venue that not only presents Stanford Live events, but also works with world-class presenters like AEG Live, the SF Symphony and others.

In 2021, the apprenticeship will focus on reopening efforts in the wake of COVID-19 as Stanford Live works to bring back the performing arts back to Stanford. The apprentice will help develop and carry out Frost’s COVID compliance plan and will complete courses in contact tracing and COVID safety protocol. This presents a unique opportunity for innovation during the pandemic and to help create lasting policies for the venue in the post-pandemic world. The 2021 apprenticeship can be completed in person, remotely, depending on University guidance and student availability.

Core Duties:

- Working with the Director of Operations to submit labor, security, medical and other deployments on an event-by-event basis.
- Helping prepare the venue for season launch in Early May
- Forecasting budgets for events at Frost Amphitheater
- Work with Director of Operations on post-event reporting and financial reconciliation of events.
- Observe and participate in Day of Show operations, including patron services, concert production, box office, and promoter relations.
Knowledge, Skills, and Abilities:

- Strong customer service experience and a proven ability to meet performance standards.
- Clear and effective oral and written communication skills.
- Strong organizational skills.
- Ability to work independently and as a member of a team.
- Ability to communicate effectively in English both verbally and in writing with individuals and groups of diverse backgrounds.
- Strong attention to detail and accuracy.
- Ability to multitask.
- Ability to learn policies and procedures and correctly provide that information to customers.

Working Conditions:

- Requires working extended evenings and weekends on a regular basis.
- This is an hourly, non-benefited position. Pay rate is $20/hr.

Work Standards:

- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues, patrons and with external organizations.
- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
- Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University’s Administrative Guide: [http://adminguide.stanford.edu](http://adminguide.stanford.edu)

To apply, please email Mike Ryan – Director of Operations at Frost – mikeryn@stanford.edu