

YellowBarn

FESTIVAL BOX OFFICE MANAGER

Yellow Barn is an international center for chamber music based in Putney, Vermont. For over 50 years its core program has been its annual summer festival for professional musicians ranging from those who are in the earliest stages of their careers to artists who are among the most renowned musicians of our time. Our summer campus is located at the Greenwood School in Putney, Vermont, and the performance venue is the Big Barn, located approximately 2.5 miles from the Greenwood School.

The festival takes place between mid-June and early-August and is comprised of two programs: the five-week Yellow Barn Program for professional musicians, and three-week Young Artists Program for performers and composers ages 13-20. The festival operates on a daily schedule (7 days per week), with activities taking place from early morning to late evening. There are approximately 30 public events during the course of the festival, including 24 concerts.

The box office manager works closely with the Executive Director on a wide range of administrative tasks and public events. Yellow Barn naturally fosters a family-like campus community, and the Yellow Barn staff interacts both professionally and socially with our international community of musicians and their families.

Dates of employment: June 9-August 7, 2023

Fee: \$5,000, plus meals on campus; If needed, housing on or near campus can be arranged.
Note: Staff members must have use of a car for the duration of the festival.

Schedule:

In general, on non-concert days, the box office manager works half-days, which can be either mornings or afternoons. On evening concert days, the box office manager generally works from 3pm until the hall closes after the concert. Concerts take place on both weekends and weekdays. The box office manager has one or two days off per week, which are determined by the concert schedule.

Responsibilities:

- Answer box office inquiries and process ticket orders.
- Process donations and acknowledgment letters.
- Handle all “front of house” preparations, including concessions and daily program production.
- Run the Yellow Barn box office and process donations at all concerts.

- Assist with Yellow Barn's annual summer gala, including event production.
- Submit online event listings and distribute marketing materials at area locations.
- Support Yellow Barn's social media presence.
- Maintain the Yellow Barn website.
- Complete other duties as assigned.

Qualifications:

Personal experience with office work and event production, preferably in the performing arts, is a requirement for all summer staff positions. In addition, candidates must have excellent interpersonal and communication skills, experience with printers/copy machines, and proficiency with Microsoft Office tools. Successful candidates will have the ability to: organize information that changes daily, complete tasks consistently despite interruptions, and work independently in a group setting. Candidates must be efficient, responsible, flexible, and thrive in a fast-paced, hard-working environment. Candidates must have a car in good working order, have a valid United States Driver's License, and be comfortable living and driving on country roads.

For more information or to apply, please contact Catherine Stephan, Executive Director, at catherine@yellowbarn.org. Applicants please submit a current resume, plus a cover letter or a video introduction (approximately 5 minutes).