**Event Management Fellow**

The Event Management Fellow will work closely with the Events Managers and Assistant Director for Strategic Initiatives to learn about the management and execution of events at the Hop.

Event Management objectives:

To understand the role of the Events Office and Front of House Operations and how it relates to other departments at the Hop while developing customer service skills.

Specific Responsibilities:

* Work with Events Managers and House Managers on site dealing with patrons, volunteers, and staff
* Advance shows by collecting information to prepare for events and performances
* Assist with Events Office communications
* On site troubleshooting at events
* Post show event resolution
* Assist with coordinating the Hops’ community Volunteer Usher Program
* Help with visiting artist merchandise
* Act as a liaison for the Events Office
* Event manage one major Hop event independently each term
* Other duties as assigned

Requirements:

* Interested in the arts and customer relations
* Flexible schedule to include evenings and weekends
* Experience working in customer service
* Strong attention to details and punctual
* Must be a self-starter, comfortable talking to fellow students
* Demonstrate leadership skills and work both independently and with a team
* Comfortable contributing ideas and participating in group brainstorming sessions
* Candidate should have exceptional verbal, face-to-face and written communication skills, research skills and comfort interacting with the public in a pleasant, professional manner strongly preferred
* Ability to commit to 10-12 hours per week during the Fall, Winter, and Spring Terms
* Must be a sophomore, junior, or senior Dartmouth student