

Show Manager (Per-Event / Seasonal)

Per-Event Role | \$150 per show (up to 6 hours) + \$25/hr after 6 hours

Reports to: Owner / Managing Partner

About the Role

We are building a **small rotating team of Show Managers** to oversee on-site operations for concerts and events at a 250-seat live music venue hosting 100+ shows per season, along with acoustic sets and occasional private events.

The Show Manager serves as the **primary on-site point person** during events, ensuring a smooth and professional experience for guests, artists, vendors, and staff. This role requires strong communication, calm decision-making, and the ability to coordinate multiple moving parts in a live event environment.

This role is best suited for candidates who are comfortable **taking responsibility for the overall flow of a live event and making practical decisions in real time.**

Individual schedules will vary based on availability and the venue's event calendar.

Key Responsibilities

On-Site Event Leadership

Act as the responsible point person for the venue during concerts and events, overseeing pre-show setup, doors, and the event itself. Address guest, artist, or operational issues as they arise to help ensure the evening runs smoothly.

Artist & Production Coordination

Welcome artists and production crews, coordinate with the sound engineer, support load-in and soundcheck logistics, and ensure hospitality and technical needs are addressed.

Front-of-House & Staff Coordination

Coordinate with the sound engineer, bar team, and volunteer ushers to ensure all front-of-house and production elements are ready before doors open. Prepare guest lists, manage seating logistics and parking flow, guide ushers on guest check-in and seating, and confirm the bar is set up and operational. Ensure vendors such as food trucks (and caterers for private events) are set up and ready to serve.

Event Timeline Management

Maintain awareness of the event schedule including doors, performance times, and load-out, helping keep the evening running on time.

Pre-Show Announcements

Deliver a brief welcome before the show including sponsor recognition, upcoming events, and a short artist introduction using a provided script.

Artist Settlement Support

Assist with end-of-night settlement by completing documentation and preparing artist payment using numbers provided by ownership.

Post-Event Reporting

Submit a brief report after each event including ticket count, bar sales (provided by the lead bartender), artist payment details, and notes on how the event went or any issues that arose.

Qualifications

- Experience working in **live events, hospitality, or venue operations**
 - Strong communication and problem-solving skills
 - Comfortable managing multiple moving parts in a fast-paced environment
 - Professional, organized, and calm under pressure
 - Comfortable speaking briefly to an audience for pre-show announcements
 - Availability for evenings and weekends
 - Experience with live music production or artist relations is helpful but not required
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Typical Shift: Approximately 5–6 hours per show, starting ~1–1.5 hours before doors and ending after band load-out and post-show wrap-up. Longer shows, acoustic sets, or festivals may require additional hours at \$25/hr beyond 6 hours.

Compensation

- \$150 per show (covers up to 6 hours)
 - \$25/hour for additional hours beyond 6
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