



# CENTER FOR PERFORMANCE RESEARCH

## **JOB DESCRIPTION EVENT MANAGER**

**Status:** Contractor  
**Schedule:** As-needed, 4-hour minimum  
**Rate:** \$20/hour  
**Supervisor:** Programs Manager

### **Position Summary**

The Event Manager is a contractor position which supports front-of-house operations for CPR programs, including for public performances, events, workshops, and other public-facing activities at CPR. Event Managers support and represent CPR as a welcoming, accessible, creative, experimental, artist-centric space, facilitating the visitor experience and supporting the artist's vision. The Event Manager liaises with CPR staff, artists, curators, and production team and, while each CPR program or event is different, responsibilities include welcoming visitors and providing information about CPR and its programs, selling and managing tickets, facilitating seating, ensuring that common spaces are in order, and closing down CPR's studios and facility.

### **Responsibilities**

- Welcome and admit program attendees on behalf of CPR.
- Communicate pertinent information to visitors, sometimes including a welcome speech and land acknowledgment.
- Manage ticketing through Eventbrite, or other ticketing software, along with other lists such as comp, industry, and press, as provided to you.
- Support the smooth operation of the program, in collaboration with CPR staff, Production Coordinators, and artists.
- Make sure restrooms are tidied and stocked before, during, and after each event.
- Note attendance numbers and enter data into CPR's Box Office spreadsheet.
- Restore the Large and Small Studio after each event, with the Production Coordinator, as needed, including reorientation of seating.
- Submit a report to CPR staff at the conclusion of the program, including audience tallies, a summary of program timeline, and any pertinent notes or issues that arise.
- Generally, be a "steward of the space," remaining aware and taking good care of CPR's facilities, as is required of all CPR staff and contractors.

### **Qualifications**

- Prior customer service experience, such as box office, retail, restaurant/service industry, or other equivalent experience.
- Strong interpersonal skills, demonstrated ability to communicate with a range of people and personalities, and friendly demeanor.
- Interest in contemporary art and performance.

### **About CPR – Center for Performance Research**

CPR is dedicated to supporting artists in the development of new work in contemporary dance and performance. CPR forefronts the artistic process, and upholds a belief that embodied art forms are vital vessels for creativity, connection, and social change. CPR's programs support artistic creation at all stages of development, and provide artists with a wide range of opportunities for development, experimentation, and exchange. Programs are concentrated in three areas: 1) Artistic residency programs which provide creative and professional development support for a diverse range of artists working across an array of contemporary performance practices; 2) Curated and open call public programs that focus on incubation and research, exposing local audiences and the wider NYC arts field to contemporary performance practice and process; and 3) a Subsidized Space Rental Program which ensures that artists can access affordable space for creation and presentation. For more information, visit [www.cprnyc.org](http://www.cprnyc.org).

### **Accessibility**

CPR is an accessible and ADA-compliant venue located on the ground floor. There are two single-occupancy all gender restrooms, one being wheelchair accessible. The entrance for CPR staff has one small 6-inch step up from the sidewalk, while a wheelchair-accessible public entrance is available. Event Managers may be asked to lift small items such as folding chairs, up to 15 lbs.

### **To apply as an Event Manager**

Please send your resume to Anna Muselmann, Programs Manager, at [anna@cprnyc.org](mailto:anna@cprnyc.org). Please include your name and "Event Manager Application" in the subject line, and include a brief statement (2-3 sentences) of why you are interested in working at CPR as an Event Manager.

CPR invites a small pool of Event Managers to support its programming, the number of which is determined by the density and frequency of programming each season. We may not be able to welcome all qualified applications at their time of outreach, but will keep resumes on file if and when spaces open up.