



Job Title: Front of House Manager
Hours per week: 12-18
Number of positions: 1
Length of Employment: October 22, 2021 – December 10, 2021
(Financial Aid eligibility must be met every semester)

Pay rate: \$10.50
Supervisor Name: Jonah Winn-Lenetsky
Method of Contact: Jonah.winn-lenetsky@iaia.edu
Department Name & Code: 079
Location: Performing Arts and Fitness Center
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:

General assistant to the faculty and department. Take the lead operational responsibility for the safety and security of the performing arts department in the absence of faculty.

Job Description/Responsibilities:

Front of House manager will serve as a welcoming face to the department. Greet and direct people when they come into the building/department. Support performances and operations. Manage music inventory as well as help set-up sound for performances as needed.

General Qualifications:

Applicant must be friendly and comfortable around people. Confident and able to work independently and collaboratively. Be willing to take direction and be proactive. The position will be a first impression to the Performing Arts Department. Knowledge of musical instruments and/or sound technology is a plus.

Evaluation Procedure(s) and Schedule: Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14).