

Hop Fellows

Facilities & Front of House Fellow

General Fellowship Requirements:

- Ability to commit to 10-15 hours per week during the Fall, Winter, and Spring Terms
- Flexible schedule to include evenings and weekends
- Must be a sophomore, junior, or senior Dartmouth student
- Demonstrated commitment to diversity and inclusion and serving the needs of a diverse population.

Description:

Learn about the Facilities and Front of House departments through hands-on experience. The Facilities & Front of House Fellow, under the supervision of the Facilities Manager and the Front of House Manager, will learn about the management of the Hopkins Center spaces and events. From requests to scheduling to event preparation and onsite event coverage, as well as post-show debriefing, you will gain an in-depth understanding of these critical roles in a performing arts environment.

Position Specific Requirements:

- Previous facilities or front of house experience welcome and encouraged, but not required
- Punctual and reliable
- Strong communication and listening skills
- Demonstrate leadership skills and the ability to work both independently and collaboratively with a team
- Strong organizational, interpersonal, and time management skills
- Respectful etiquette with patrons, guests, co-workers, and artists
- Proficient with Microsoft Office and Google Platform, especially Excel and Google sheets
- Willingness and capability to learn other software, such as Airtable, EMS, and Tessitura
- Ability to lift, carry, and move objects weighing up to 50 lbs., such as boxes of programs and stanchions
- Comfortable with remaining on your feet for extended periods
- Be in person, on campus for Fall, Winter, Spring Terms