



## Production & Company Manager 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.

The Production & Company Manager Fellow's primary responsibility will be working at Hop events, typically one evening event per week. Under the supervision of that event's Production Manager, this fellow will communicate with the production crew, artists, and front-of-house House Manager to successfully execute the live event. This communication includes important timely calls of the show (ex: Half Hour/15/5/Places/GO), cueing the artists on entrances/exits, and ensuring the artists have everything that they need backstage.

Equally important, this fellow will assist our Company Manager with event preparations and execution. This includes working directly with our guest artists by assisting with artist hospitality and transportation needs.

If desired, you can also learn from and work in the other backstage production areas of lighting, sound, and carpentry.

### *Position Specific Requirements*

- Interest in becoming a college approved driver (ex: picking up and driving artists)
- Respectful etiquette with artists, guests, and while backstage
- Strong oral communication and listening skills
- Punctual and reliable
- Previous backstage experience welcome and encouraged, but not required