

## **AGECROFT HALL AND GARDENS EMPLOYMENT ANNOUNCEMENT**

Agecroft Hall & Gardens is a 23 acre estate featuring a Tudor house originally built c. 1500 in England and transported to Richmond in 1925. Now a museum, the house is open to the public six days a week. In the summer, Agecroft works with Richmond Shakespeare (formerly known as Quill Theatre) to host the Richmond Shakespeare Festival. This year, performances will run Thursday-Sunday evenings from late May through late July. For more information on Agecroft Hall, go to [www.Agecrofthall.org](http://www.Agecrofthall.org) and for Richmond Shakespeare, go to [www.RichmondShakespeare.org](http://www.RichmondShakespeare.org).

**Position Title: FESTIVAL MANAGER for THE RICHMOND SHAKESPEARE FESTIVAL**

**Reports to:** Executive Director

**Job Summary:** Over the course of the summer, Agecroft will welcome 3,000+ visitors to picnic on the grounds and enjoy a play in a theater set in the Outer Courtyard. The Festival Manager is in charge of ensuring that every night of the Richmond Shakespeare Festival runs smoothly from the moment the gates open for the public until the last people leave the premises. The Festival Manager has primary responsibility for running the Box Office, overseeing concessions and managing front of house for Richmond Shakespeare's productions Thursday-Sunday evenings 5-11pm. She/He/They must work closely with Richmond Shakespeare's cast, crew and staff.

### **Principle Duties and Responsibilities:**

Manage the nightly operations of the Richmond Shakespeare Festival at Agecroft Hall & Gardens with special attention to the following duties:

1. Work with staff from both Agecroft and Richmond Shakespeare (including Security) to prepare for the Festival and ensure that the customer experience at the Festival is both safe and enjoyable.
2. Work with Festival vendors on logistics.
3. Train Festival staff on their duties for box office, front of house, ushering, and concessions.
4. Schedule box office staff for evening shifts including during rehearsal weeks.
5. Participate in installation and deinstallation of stage in Agecroft's Outer Courtyard. Supervise set strike.
6. Introduce Shakespeare's cast and crew to Agecroft property and train them on Festival rules and best practices.
7. Work with director and production team to ensure smooth load-in and out for each production.
8. Open the house each night and make sure box office, concessions and front of house are ready to go at 6pm.
9. Ensure smooth communication among Shakespeare cast/crew and Agecroft staff.

10. Work with Richmond Shakespeare on weather related delays/cancellations, communicate any change in plan to the audience, and direct everyone to safe shelter.
11. Receive actors/partners/visitors on performance nights, answer questions and solve problems as they arise.
12. Attend weekly meetings (usually Monday evenings 6-7pm) with production team to plan logistics. Advise production team on best practices for each show.
13. Close down the Festival each night and be the last off the property.

**Job Specifications:** Must have relevant experience in front of house theater management. Excellent interpersonal and communication skills required. Customer service experience a plus. Strong work ethic. Ability to think on one's feet and problem solve in real time. Attention to detail. Ability to work well on a team as well as independently. Sense of humor.

**Working Conditions:** Working outdoors on summer evenings. Many evenings are hot and humid with a chance of rain. Position requires walking, sitting and occasional lifting of equipment weighing up to 30 pounds. Must pass a background check.

This is a part time, seasonal position running from mid-May to the end of July. The pay rate is \$20/hour.

Agecroft Hall & Gardens is an equal opportunity employer.

How to apply: Send a cover letter and resume to Mrs. Emily Cunningham at [ecunningham@agecrofthall.com](mailto:ecunningham@agecrofthall.com) no later than Wednesday, February 21<sup>st</sup>.

Website: [www.agecrofthall.org](http://www.agecrofthall.org)