



ENCORE Chamber Music Institute House Manager

Dates: June 5th, 6th, 12th, 13th, 18th, 19th, and 20th, 2026

Place: Venues vary across Northeast Ohio.

The House Manager is responsible for overseeing all front-of-house operations for ENCORE Chamber Music Institute's 2026 season. This role ensures a welcoming, organized, and professional experience for audiences, artists, students, and faculty at masterclasses, featured concerts, and student performances.

- 5 Music & Ideas Festival featured concerts
- 6 Summer Academy Student Performances
- 18 Masterclasses

Key Responsibilities:

- Manage all front-of-house operations for concerts, masterclasses, and student performances
- Travel to and oversee events at multiple venues across Northeast Ohio
- Open and close venues; ensure spaces are prepared for audiences and artists
- Supervise work-study students and volunteers as applicable
- Oversee audience flow, seating, accessibility needs, and safety procedures
- Serve as the primary point of contact for patrons during events
- Coordinate with artistic, production, and administrative staff to ensure smooth event execution
- Handle ticketing support, attendance tracking, and audience communications as needed
- Respond calmly and professionally to unexpected issues or patron concerns
- Assist with light administrative or reporting duties following events

Qualifications:

- Prior experience in front-of-house management or event management preferred
- Strong interpersonal and customer service skills
- Ability to manage multiple responsibilities in a live performance environment
- Must have a valid driver's license and reliable transportation
- Must have access to and be comfortable using a computer (email, spreadsheets, basic software)
- Ability to work evenings and weekends as required by the performance schedule
- Reliable, organized, and detail-oriented
- Knowledge of classical music preferred

Physical Requirements:

- Ability to stand for extended periods
- Ability to lift and carry light materials (programs, signage, etc.)

Compensation:

- \$1,500 - \$3,000, commensurate with experience

Reporting Structure:

- Reports to the Artistic Director and/or Operations Manager