



Position Description

Title: Events Crew Lead
Supervisor: Director of School Operations
Workday: *Academic Year:* Minimum of 5.5 hours per week, excluding weeks with school closures. Hours as follows:
– Friday: 3:30 p.m. - 9:00 p.m.
– Additional earlier and/or later hours required on select dates
– Additional weekday evening hours scheduled as needed, particularly in the spring
Summer: Hours scheduled as needed
Status: Part-time, Non-exempt
Hourly Rate: \$22-25/hour, commensurate with experience

Position Summary: The Events Crew Lead works collaboratively with the Neighborhood Music School (NMS) community to realize the NMS mission: *to deepen the human experience and build connections through the learning, practice, and presentation of the performing arts.*

As a community performing arts school, events are vital to NMS's mission. We host over 100 events each year, ranging from intimate piano recitals to large jazz concerts, from community gatherings to jam sessions, and more. These events occur in a variety of venues within our school, including our Recital Hall, courtyard, and other performance spaces.

The Events Crew Lead is charged with providing support for all events at NMS, primarily on Fridays. The Crew Lead executes event operational plans for our standard events (primarily recitals), and works in collaboration with the managers of special events to provide assistance. The Crew Lead is on-site for all events, completing tasks – including some physically demanding tasks – before, during and after each event. During work hours without a scheduled event, the Crew Lead completes general operational tasks designed to help our events and activities run as smoothly as possible.

Embracing a “roll up your sleeves” mentality, the Events Crew Lead plays a critical role in the success of each event, enhancing the overall NMS experience for all.

Duties and Responsibilities:

- Working as a “crew of one,” execute event operational plans provided by the Director of School Operations for standard events, such as recitals
- Serve as the day-of on-site coordinator before, during, and after each standard event, overseeing all operational aspects of the event; for special events, such as major concerts, work in collaboration with the event manager of each event to provide day-of operational support
- On the day of each event, prepare the venue by setting up equipment, seating, and other required items; strike the venue after each event and perform light cleaning, including sweeping and trash removal



- Provide basic audio-visual support, including setting up microphones and adjusting lighting
- Effectively address unexpected changes and problems that may arise before, during, and/or after an event; be prepared to assist performers, event hosts, and audience members
- After each event, document any suggestions for improvements of future events
- During work hours without a scheduled event, complete general venue operational duties as assigned, such as moving equipment, organizing storage areas, taking inventory, disposing of old equipment, addressing needs in the courtyard, and performing light cleaning and maintenance tasks
- Maintain regular and consistent communication with the Director of School Operations with regard to required hours and assigned tasks each week
- Participate in safety and security trainings and follow emergency procedures

The above list of duties and responsibilities is not intended to be an all-inclusive list. Additional duties may be assigned.

Requirements and Qualifications:

- Understanding of the NMS mission and values, and a love of the arts
- Appreciation of the diversity of the New Haven region and the NMS community, with a demonstrated ability to effectively interact with people of diverse backgrounds
- Commitment to equity and inclusion, and a desire to be part of building an anti-bias anti-racism culture
- Ability to work collaboratively and with an open mind, with excellent interpersonal and communication skills, as well as a well-developed ability to work independently to complete required tasks
- Strong organizational skills, including the ability to manage and complete multiple tasks for multiple events each week
- Comfort multi-tasking in a fast-paced environment
- Ability to remain poised and productive under pressure
- Exceptional problem-solving skills and adaptability, including the ability to quickly and calmly address unforeseen issues that may occur before, during, or after an event
- Demonstrated willingness to engage in physical labor, including the ability to lift and move at least 50 pounds
- Ability to work a flexible schedule, when needed
- Familiarity with Google Workspace
- Experience with sound and video production a strong plus
- Additional language skills a plus
- First Aid and CPR certification a plus



- High school diploma or equivalent

Equal Employment Opportunity:

Neighborhood Music School is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, disability, age, sex (including sexual orientation, gender identity and transgender status), national origin, veteran status, genetic information, or any other classification protected by federal, state, or local law. Our workplace culture values and promotes diversity, inclusion, equal employment opportunities, and a work environment free of harassment and hostility. Neighborhood Music School is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.

To Apply:

Send a completed application ([found here](#)), your resume, and a cover letter or email introduction to crew@nmsnewhaven.org.

100 AUDUBON STREET
NEW HAVEN • CT • 06510
203-624-5189 (p) • 203-772-3566 (fx)
NMSnewhaven.org