



TAKE IT ALL IN.

Seasonal Operations Manager

ABOUT A2SF

The Ann Arbor Summer Festival (A2SF) champions performing arts, outdoor entertainment, and community spirit. In addition to a nearly four-week festival each June that attracts a diverse audience of over 80,000 people and offers over 200 concerts, art exhibitions, kids activities, spectacle, and film screenings, A2SF presents compelling experiences throughout the year.

ROLE OVERVIEW

A2SF seeks a Seasonal Operations Manager to support the planning and execution of our 2025 season. This role is ideal for someone who thrives in a fast-paced, collaborative environment and is eager to play a key role in festival operations.

The Seasonal Operations Manager will oversee The Annex, an event and performance space at Top of the Park, manage seasonal production schedules, assist with hiring and training seasonal staff, coordinate site setup and teardown activities with the Production Director, provide artist services, including transportation, and serve as an onsite representative for key programming areas, including KidZone and The Annex. The ideal candidate is a highly organized problem solver with experience in event production, logistics, or stage management.

This is a seasonal, full-time position running approximately April through early July. The schedule is flexible during the pre-production phase, but full availability is required in June and early July, including nights and weekends.

THIS JOB IS FOR YOU IF YOU...

- **Enjoy both administrative and real-world project implementation** – You are equally comfortable working in spreadsheets as you are interacting with artists and the public.
- **Have a keen eye for detail** – You ensure that event spaces are properly set up, materials are appropriately placed, and organizational resources are accounted for.
- **Navigate strategy and execution seamlessly** – You're comfortable working on a big problem while also rolling up your sleeves to run errands, install signage, manage logistics, and keep events running smoothly.
- **Are a natural problem-solver** – You can anticipate logistical challenges and take proactive steps to solve them before they become issues.
- **Thrive in dynamic environments** – You can lead in uncertain situations, make quick decisions, and adjust plans on the fly, especially when handling weather-related challenges.



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- **Communicate with clarity and confidence** – You can effectively communicate with a range of people, from production professionals, artists, and enthusiastic community members hired each season.
- **Are collaborative and adaptable** – You know how to work within a team and adjust to the ever-changing needs of a fast-paced production environment.
- **Are passionate about the impact of the arts in community life** – You understand the value of cultural programming and take pride in connecting communities through shared experiences.

EMPLOYEE RELATIONS

This role reports to the Associate Director and closely collaborates with 10 other seasonal managers, three full-time staff members, and various contractors. Pre-season work will be hybrid, while the work in-season will primarily be onsite at Top of the Park or at the A2SF office, and require evening and weekend work in an outdoor festival environment.

REQUIREMENTS

This position requires regular movement throughout event sites, including walking, standing, bending, and lifting. Must be able to safely lift and carry up to 25 pounds. A valid driver's license and reliable transportation are required for travel between locations. Equipment and Systems include Mac Environment, Google Suite, Zoom.

ESTIMATED HOURS

- April-June (pre-production): 130-160 hours
- May 16: debut, season kick-off event:
- June 6- July 3 (load in/out + season): ~ 190 hours
- July 7-11: (post-production): ~16 hours
- Date TBC: Live Here Now / Community Engagement Event(s)

COMPENSATION

\$25-\$35/hr based on experience, paid bi-weekly

APPLY

Please send your resume as a single-page PDF to jobs@a2sf.org with the subject line 'Seasonal Operations Manager Candidate,' along with a brief introduction about your interest and qualifications for this role. No formal cover letter required. Qualified applicants will be contacted within six business days to schedule a conversation. Position open until filled. A2SF is committed to fostering a diverse and inclusive workplace and encourages candidates of all backgrounds to apply. *If you have relevant experience in event production, operations, or logistics—even outside the performing arts—we encourage you to apply.*