



TAKE IT ALL IN.

Event Manager, Top of the Park

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 Event Manager to supervise and coordinate waste removal, reduction, and back-of-house operations for the 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 Event Manager leads and inspires hourly team members while overseeing seamless zero-waste operations. From expertly setting up furniture across the venue to supporting multiple stages throughout the site, this role ensures every event runs smoothly. This position collaborates closely with the Bar Manager to keep both the front and back of house in top shape and work alongside the Party Manager to execute flawless private parties and VIP receptions.

Pre-season, this role includes mastering details in the Event Manager Handbook, attending pre-production meetings, engaging in dynamic staff orientations, and collaborating with university waste management and sustainability teams to guarantee a seamless, eco-friendly experience. From securing three-stream waste supplies to optimizing removal strategies, this position helps set the stage for a smooth and sustainable season.

THIS JOB IS FOR YOU IF YOU...

- **Thrive at training and team leadership** – You have worked in live events, trade shows, conferences, or food & beverage services. You ensure employees who handle set-up, strike, and waste management feel confident and are capable.
- **Are a proactive problem solver** – You are able to quickly troubleshoot discrepancies and quickly adjust processes in real-time. You thrive at prioritizing, and are able to simultaneously see both the big picture and important details.
- **Have a keen eye for detail** – You ensure that seating, tables, and event areas are set up properly, materials are where they need to be, and inventory is tracked efficiently.



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- **Are collaborative and adaptable** – You know how to work within a team and adjust to the ever-changing needs of a fast-paced 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 position reports to the Associate Director, and works closely with the Bar Manager, Party Manager, and hourly employees to ensure appropriate staffing, nightly set-up and restoration of the site, and efficient waste management. The Event Manager supervises the waste management and stage hourly employees.

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. Equipment and Systems include Mac Environment, Google Suite.

ESTIMATED HOURS

In-season event hours are approximately 4pm to 12:30am (dark on Mondays)

- May – June (pre-season): 31 hours
- June 13 – 29 (season): 135 hours
- June 30 (load-out): 20 hours

COMPENSATION

Flat contract fee based on experience, paid in three installments

APPLY

Please send your resume as a single-page PDF to jobs@a2sf.org with the subject line 'Event 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 small team coordination, operational systems management—even outside of live events—we encourage you to apply.*