

Music@Menlo

Chamber Music Festival & Institute

Catering Manager

Music@Menlo is seeking a mature and reliable Catering Manager for its 2024 festival season. The Catering Manager will work closely with festival staff to coordinate and provide meals, refreshments, and snacks for the festival's performing artists, Chamber Music Institute students, and staff—over 100 people daily—during the festival's three weeks. The Catering Manager's primary role will be to serve as the festival's point person for all daytime food related hospitality. Starting and ending dates for onsite activities are July 9 through August 13, 2024. This position reports to the Development Director.

Responsibilities (including but not limited to the following):

- Manage \$50,000 contract food service company to provide daily meals for artists, students, and staff, tracking and managing special requirements, including food allergies and dietary restrictions
- Manage concessions orders with food vendors
- Coordinate and deliver any offsite artist and staff lunches
- Plan, procure, and manage artist greenroom refreshments for all concerts and recording sessions—over 50 events—ensuring successful delivery, execution, and inventory management, while staying within budget
- Oversee the upkeep of all greenrooms ensuring that rooms are clean and welcoming for artists
- Set up and maintain daily morning coffee service for artists, students, staff, and patrons
- Assist Artist Liaison with artist arrivals and departures, escorting artists to or from host homes as needed
- Assist on occasional development evening events hosting artists and donors
- Represent the festival professionally, positively, and responsibly at all times, from working with vendors to providing excellent hospitality to festival artists, students, staff, and patrons

Qualifications

Required

- Must be able to manage a large workload over a short period of time. Music@Menlo will determine the nature of the Catering Manager's work, but the Catering Manager will determine the means by which the work is accomplished
- Strong writing, analytical, organizational, and interpersonal skills
- Impeccable attention to detail
- Positive energy and willingness to pitch in and be a team player wherever needed, flexibility with working with different personalities and work styles
- Ability to multi-talk efficiently and have a high regard for professionalism and discretion in presentation and communication
- Ability to remain calm and pleasant in a fast-paced environment, as well as make decisions quickly

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- Willingness, availability, energy and stamina to work long days and weekends
- Must bring own laptop
- Must have a valid driver's license and clean driving record
- Must be over the age of 21 by July 1, 2024 for insurance purposes
- Employment contingent upon completion of successful background check as required by California State law and completion of successful driving record clearance

Desired

- Prior experience working in hospitality management and/or catering services or for a performing arts organization or large-scale event or festival

Dates/Work Hours

Contract dates are July 9 through August 13, 2024. Once artists begin to arrive, days will be long and physically demanding for the three-week festival duration and will include weekends. This is a full-time seasonal, contract staff position.

Compensation

Contractual compensation commensurate with experience. No employee benefits will be offered or available. Travel, housing, and rental car provided for candidates who normally reside outside the regional area.

To Apply

Email a cover letter, résumé, and list of three professional references to:

Alessandra Aquilanti
Development Director
ale@musicatmenlo.org

Or by mail:

Alessandra Aquilanti
Music@Menlo
50 Valparaiso Avenue
Atherton, CA 94027