



Event Supervisor

CLARA's Event Supervisor is the onsite, day-of contact for all non-tenant performances and classes taking place at CLARA (E. Claire Raley Studios for the Performing Arts).

This is a part-time/occasional position of no more than 10 hours per week, mostly scheduled for evenings and weekends. Multiple openings are currently available.

Duties include:

- Meeting client at the space and providing access at their allotted time.
- Bringing CLARA equipment -- chair racks, long tables, cocktail tables -- out from storage and assisting client in setup / breakdown of same.
- Setting up and troubleshooting basic A / V equipment (training will be provided) including a sound board, projector, and overhead lighting rig. You may occasionally be asked to operate the A/V equipment in a more involved way (in which case, additional staff maybe scheduled).
- As a member of a team, making as-needed adjustments to the portable stage in the space, as well as the pre-set pipe & drape.
- Keeping an eye on CLARA-specific supplies through the evening (ensuring bathrooms are stocked with towels / toilet paper, garbage cans are not overflowing)
- Assisting with post-event cleanup, including taking garbage to dumpsters, basic sweep of space.

The best candidates will

- Enjoy providing excellent customer service to make their event a success.
- Have strong interpersonal skills and communicate well with a wide range of people.
- Have some experience in live events / theater tech.
- Enjoy working with minimal supervision and problem-solving to solve simple technical issues.
- Willingness to be trained on basic lighting and sound equipment to the point of being able to set up and troubleshoot operations.

Compensation: \$20/hour

About CLARA: CLARA provides education and resources to unleash the creative potential of local arts and culture in Sacramento. We manage the former Fremont School in Midtown, which Sacramento City Unified School District (SCUSD) donated to the community as a home for diverse arts organizations at below-market rates, in exchange for arts education donated back to Title I schools in the District. CLARA works with our cultural tenants to design creative, inspirational, and impactful arts programming that serves as their in-kind "rent" back to SCUSD; we independently create our own arts education programs as well; and create a space for community gathering through the activation of our historic home.

About our team: CLARA is an equal opportunity employer; we seek to create an inclusive and welcoming environment that empowers good people to do great work. We believe that learning is a lifelong journey, and we value a workplace that prioritizes collaboration, creative thinking, and mutual respect. The arts are richer, fuller and stronger when they incorporate diverse lived experiences, cultural perspectives, and points of view; we believe the same holds true for the work we do to advance the health of the arts in Sacramento. Therefore, we encourage applicants from all backgrounds to apply.

To apply: Email your resume and a short bio to Operations Associate, Diana Argueta:
dargueta@claramidtown.org. No phone calls, please.

Position is open until filled.