

December 3, 2019

**Aspen Music Festival & School
Program Book Managing Editor Job Posting**

The Aspen Music Festival and School (Aspen, CO) seeks a full time Program Book Managing Editor for a variety of individual summer and winter programs and publications, inclusive of 8 summer weekly issues, an opera edition, an approximate 160 page program book “wrap” (printed once per summer, wrapped/bound around each weekly issue) including editorial articles and advertisements, as well as some 150 additional smaller programs and program supplements.

This is a full time position reporting to the Vice President Artistic Administration and Artistic Advisor with benefits as a staff member of the Aspen Music Festival and School. Year-round residence in the Aspen, Colorado area is required.

Primary Responsibilities

- Establishing and maintaining the editorial direction of the book with the President and Artistic Advisor
- Initiate and oversee the production of all artistic department publications
- Maintain internal style guide

Ongoing Responsibilities

- Contracting and supervision of design/layout team for publications
- Contracting and supervision of printers for publications
- Prepare the annual budget of program book and track related revenues and expenses
- The editor is assisted internally by 2 seasonal employees, including an Assistant Program Book Editor and a Program Design Intern, as well as Program Annotators (off-site), an Advertising Sales Manager, and other staff members.

Fall/Winter Responsibilities

- Prepare and produce *Winter Music* recital series programs
- Contract writers and hire seasonal program book staff
- Prepare bound volumes of previous summer’s programs for archives and distribute volumes
- Supervise and assist Advertising Sales Manager in the booking of advertisement contracts and participate in weekly sales meetings
- Produce and manage mailing of Advertising Sales Rate Card and solicitation letter
- Research program information throughout winter for use in program book, marketing department publications, etc.
- Organize and participate in meetings of Artistic Staff to proof and vet stylistic issues for program listings
- Establish editorial and production timelines and communicates information to all parties
- Provide information and direction to Program Annotators
- Coordinate with outside graphic design and layout firms in preparation for program book
- Hire and contract guest program book writers. Collect and edit all articles/information submitted for program book and additional programs
- Obtain photos, images, credits, etc for artistic department publications.
- Prepare draft program pages for program book staff to discuss for stylistic and other issues
- Request, edit, and track artist-faculty, guest artist, and student biographies and photos
- Assist contemporary program note annotator in obtaining scores and recordings when needed
- Compile and submit award materials for Artistic Department awards (ASCAP, etc.)
- Fulfill internal and external requests for program information

- Assist in the production of Aspen Music Festival and School brochures and publicity materials
- Assist in the research and preparation of Artistic Department budgets
- Renew Readz subscription for online publications and prepare program notes for mobile website
- Other duties as assigned

Spring/Summer Responsibilities

- Coordinate all logistical production aspects of the weekly program books (8 weekly editions, 1 opera edition, and 1 pre-concert chamber music series book per summer) and smaller programs
- Supervise Assistant Editor and Program Design Intern
- Program book wrap: the editor assembles and edits all copy, works with artistic staff, designer, ad sales manager, and layout service to place all editorial and advertisements
- Program book weekly editions: the editor assembles and edits all annotations, artist biographies, enriching columns, composer timelines, and guest writer introductions
- Individual programs not in the book: Editor assembles and edits all annotations and artists biographies
- Proof additional programs not included in weekly program book
- Track down missing information (weekly)—bios, notes, photos, personnel, works
- Attach orchestra instrumentations, enriching columns, intros, and references to other parts of the book (weekly)
- Upload wrap and all weekly, opera, and pre-concert chamber music editions to Zmags
- Copy and distribute proofs to all readers; collate changes for program book editor review
- Supervise graphic designers to finalize layout
- Collect (weekly): sponsorships, festival update, orchestra personnel, program corrections, donors' addendum, and other information as needed.
- Proof inserts for program information, style, etc.
- Create index of all works performed for week 9 book
- Sign off on all bluelines with printer (Wrap blueline on site in Denver)
- Assure saving archival copies of program books and other programs each week with house managers, tech crew, and Program Design Intern
- Other duties as assigned

Requirements:

The ideal candidate will have a thorough knowledge of classical music as part of an advanced degree of study paired with strong writing, research, and editing skills. Priority will be given to candidates with professional editing and publishing experience.

Compensation will be commensurate with experience.

Application Procedure:

Please send cover letter, resume, writing samples, and a list of references by email (preferred) or mail to:

Asadour Santourian
asantourian@aspenmusic.org
 (No phone calls please)

Application deadline is January 10, 2020

Interviews will begin immediately for selected candidates.