



Job Title: Associate Artistic Administrator

Reports to: VP for Artistic Administration

Description:

The AMFS seeks an Associate Artistic Administrator to manage the day-to-day operations of the Artistic Department and to serve as a resource and thought partner for the VP for Artistic Administration in the planning and programming of AMFS concerts. This position requires residency the Roaring Fork Valley from June-1 through August 30, for all Winter Music events, and as the business needs of the AMFS dictate.

Specific duties to include:

- Manage administration for AMFS programming including guest artist contracts, riders, commissioning agreements, payments, tax forms, international visas, and conductor questionnaires
- Communicate regularly with artist managers and music publishers on logistical considerations
- Collaborate closely with Operations to ensure guest artists' needs for concert productions are met
- Plan the logistics of guest artists' ancillary activities, such as participation in livestreams/broadcasts/social media promotions, fundraising events, master classes, and recitals in Salida as applicable
- Is the primary point of contact, both in advance and on site, for choruses and other large performing groups
- Draft, update, and forecast the artistic budget, including monthly reconciliation
- Recruit, train, and supervise team of three Artist Liaisons; oversee all AMFS artist services including arrivals/departures, ground transportation, hotel arrangements (in conjunction with Housing Director) post-concert entertainment and backstage hospitality
- Chamber music responsibilities
 - Assist in the coordination and formation of chamber music groups
 - Produce chamber music rehearsal & dress rehearsal schedules/production forms
 - In association with the VP for Artistic Administration, develop programs for AMFS chamber music concerts
- In conjunction with the Editor-in-Chief, Programs, ensure accuracy of AMFS printed program content including maintaining and updating ArtsVision records of work titles, movements, composer dates, timing of works, concert sponsors, and other program page text
- Serve as primary resource on AMFS staff for cross-departmental requests for artistic information
- Serve, in rotation, as Manager-on-Duty for select AMFS concerts
- Serve as Artist Liaison and primary logistical contact for all Winter Music concerts
- Conduct research into artists, repertoire, and projects for consideration
- Assist in the production of Aspen Music Festival and School brochures and publicity materials
- Other duties as assigned

Qualifications:

- Bachelor's degree required, though an equivalent combination of education, training and experience in an orchestral environment can be substituted
- Strong knowledge of and enthusiasm for classical music
- Excellent written and verbal communication skills
- Knowledge of computers (Microsoft products)
- A minimum of 3 years of experience in the classical music field
- A demonstrated strong background in interpersonal skills is a must, with the ability to mitigate and solve either sensitive and/or difficult personnel issues with artists, managers, artist-faculty, and seasonal staff
- Candidate must have experience in independent work and must be independently motivated; a sense of humor is a must

Compensation:

- Salary range for this position is \$63,000 to \$68,000.
- Full employee medical, dental, and vision insurance coverage
- \$25,000 life insurance policy
- Option to put aside money pre-tax for health and dependent care expenses
- Pre- or post-tax retirement plan with company match after two years of service
- Medical expense reimbursement plan to offset the insurance deductible
- Cash health and wellness benefit
- An employee assistance program
- Paid holiday schedule of 18 days
- Paid vacation of 13 days the first year that grows up to 26 days after five years
- Paid sick time of 15 days per year
- Season pass to the festival plus one guest
- Aspen Chamber discount on ski passes

To Apply:

Please submit a cover letter and resume to AAASearch@aspenmusic.org.

AMFS Culture:

The AMFS is committed to creating and maintaining a diverse, respectful, and inclusive community, and does not discriminate in employment opportunities or practices on the basis of age, race, sex, gender, color, religion, national origin, disability, military status, genetic information, sexual orientation, or any other status protected by applicable state or local laws. To learn more about AMFS, visit www.aspenmusicfestival.com.