

JOB DESCRIPTION

Title: **Music/Production Coordinator**

Reports to: VP for Artistic Administration and Artistic Advisor

Educational/Professional Requirements: College degree required; proficiency in music history essential; excellent written and verbal communication skills; knowledge of classical music a must; knowledge of computers (Microsoft products) a must; candidates are expected to have a minimum of 2 years of orchestra or personnel management experience. A demonstrated strong background in interpersonal skills is a must with 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.

Primary Responsibilities:

1. Manage the day to day operations of the Artistic Department
2. Facilitate the flow of information to and from the Artistic Administration department.
3. Maintain and update budget numbers on a regular basis
4. Chamber Music
 - Assist in the coordination and formation of chamber music groups
 - Produce chamber music rehearsal & dress rehearsal schedules/production forms
5. Prepare Program page content/materials for:
 - Winter: All *Winter Music* and *House Music* concerts
 - Summer: Coordinate all in-house programs and programs not in the summer program books with program intern
 - Content: work titles, movements, composer dates, timing of works and concert sponsors
6. Assist in the production of Aspen Music Festival and School brochures and publicity materials

Specific duties performed to accomplish the above listed responsibilities:

1. Manage the day to day operations of the Artistic Department
 - Maintain updated files of composers, performing organizations, festival, publishers
 - Maintain updated repertoire lists for VP for Artistic Administration and Artistic Advisor to use in programming
 - Coordinate with artist managements to make the Winter Music guest artists' schedules;
 - Produce *Winter Music* and *House Music* guest artist contracts;
 - Initiate guest artist contracts and oversee accuracy of contract proofs;
 - Maintain computer spreadsheet of all summer and winter guest artists; their fees, dates, etc.
 - Distribute contract information to Contracts Administrator to produce winter/summer contracts;
 - Prepare all guest conductor rehearsal order forms for VP AA&AA approval;
 - Act as artist liaison for guest artists during Winter months, and as necessary, during the Summer months;
 - Recruit, hire, train, and manage summer staff members including 3-member artist liaison team;
 - Create production forms for all summer events;

- Oversee all guest artist logistics including travel, housing, rehearsal schedules, extra and special events;
- Coordinate post concert dinner reservations, invitations, and facilitate information flow to President and other appropriate staff;

2. Facilitate the flow of information to and from the Artistic Administration department:

- Research, input, and update program information into ArtsVision, a scheduling and artistic database used by all staff and for exporting data for publications, website, etc.
- Said program data entry and information must adhere to and be consistent with AMFS style guide, working closely with VP for Artistic Administration and Artistic Advisor and Program Book Managing Editor
- Distribute contact sheets for all guest artists to key staff
- Maintain, update and distribute calendar updates/changes to key staff

3. Maintain and update budget numbers on regular basis:

- Participate in the budgeting process as appropriate
- Maintain budget numbers for the department;
- Communicate regular reports to finance department for YTD status;
- Ensure appropriate approvals; provide documentation and reports to accounting, etc.

4. Chamber Music coordination:

- Assist AA&A in coordination and formation of chamber music groups via regular contact with artist-faculty and guest artists as indicated;
- Keep master chamber music calendar; follow up on details and updates;
- Responsible for creating and coordinating chamber group rehearsal schedule with operations and directly with artist-faculty and guest artists;

5. Produce program material for:

Winter: All *Winter Music* and *House Music* concerts

- Obtain and edit artist biographies and photos
- Obtain program information from AA&A/artist managements
- For program books and in-house programs:
 - Prepare program page content
 - Proof programs

Summer: All summer concerts in coordination with AA&AA, Program Book Managing Editor:

- Assemble/proof/edit all program pages
- Proof before printed

Separate from the Program Book Editor:

- Coordinate with Program Book Managing Editor to produce all programs not in summer program book (Benefit, special events, AACA programs) (Same procedure as Winter in-house programs)

6. Assist in the production of Aspen Music Festival and School brochures, publicity materials including: Newsletter, Season Preview brochure, Season Calendar, education brochure, Advertisement Rate card, Faculty e.communications; Festival Focus publication, and weekly “tear sheets” in the summer

TO APPLY:

To apply, please send cover letter and resume to VP for Artistic Administration and Artistic Advisor Asadour Santourian at ASantourian@aspenmusic.org. No phone calls, please.

Compensation is commensurate with experience.

Effective date: immediate upon engagement.