

Job Description

Title: Artistic Operations Assistant

Department: Artistic Programming

Dates: June 3-July 28, 2019 (with some additional hours in May possible)

Supervisor: Senior Artistic Planning Manager

Employment Type: PT, non-exempt

Caramoor Center for Music & the Arts is currently seeking qualified candidates for the role of Artistic Operations Assistant for our 2019 Summer Season, running from early June through the end of July 2019 (with option for some additional work in May). The full-time Artistic staff is made up of the Vice President, Artistic Programming, the Senior Artistic Planning Manager, and the Artistic Planning Manager. The Artistic Operations Assistant will work with the Artistic staff on production, rehearsal schedules, hospitality, and more throughout the 7-week summer season. The Assistant will provide extra concert assistance on heavily-scheduled days as well as function as Project Manager for certain events. The Assistant will work approximately 25-30 hours per week, with many evening and weekend hours. We seek candidates with some music/concert management experience, even if non-professionally.

Required Skills and Qualifications:

- **Experience and Education:** Two plus (2+) years of music/concert production, arts/events administration or related experience. Bachelor's or advanced degree in music a plus. Command of MS Office Word and Excel.
- **Communication Skills:** Must have a friendly and professional attitude and know how to work closely with artists to make them feel welcome and attend to their needs. Strong interpersonal and verbal communication skills are also needed for interaction with other stakeholders including staff, audience, VIP donors & Board of Trustees.
- **Collaboration:** Ability to work as part of the Caramoor family, in particular with the Artistic Programming team, in a positive and professional manner. Willingness to be very hands-on, organized and flexible to work on a variety of assigned tasks.
- **Values & Culture Fit:** Demonstrated passion for music; have an appreciation for creating an environment of inspiration of music for all visitors; and have a strong commitment to Caramoor's mission and values.
- **Working Conditions:** Ability to work in a busy festival environment, maneuver outdoors (in all weather conditions) on 90 acres of woodland trails, gravel path ways and spectacular gardens. Flexibility to work during weekends and evenings as needed for events. Applicants must have a personal vehicle and live locally (within 30 miles).

To Apply: Please submit your cover letter and resume to personnel@caramoor.org with "Artistic Operations Assistant" in the subject line. We will only contact candidates being considered for the role. No phone calls, please.

About Caramoor:

Caramoor is a cultural landmark and non-profit organization dedicated to enriching the lives of its audiences through innovative and diverse musical performances of the highest quality, mentoring young professional musicians, and engaging young children through interactive educational experiences that deepen their relationship to and understanding of music. It's also a pretty great place to work. For more information about Caramoor please go to www.caramoor.com.

At Caramoor, we are committed to a fair and equitable workplace. Caramoor is an Equal Opportunity Employer (EEO); this means that all aspects of employment, including recruiting, advertising, hiring, training, promotions, compensation, benefits, transfers, layoffs, return from layoffs, disciplinary action and discharge shall be conducted on the basis of qualification and ability without regard to race, religion, disability, sexual orientation, color, age, gender, national origin, citizenship, marital status, military and veteran status or any other basis protected by law.