



Job Posting: Publications Editor

Caramoor is seeking a part time (25-30 hours per week), Publications Editor to join their team.

The Publications Editor ensures that Caramoor's program books and marketing communications are clear, accurate, consistent with style and brand, and completed on-schedule. This role is one-fourth of the Creative Media Group, working collaboratively with the Marketing Coordinator, the Digital Media Manager and the Director of Marketing and Communications. The primary responsibilities of this role are to:

Oversee production of seasonal program books (2x/year) plus variable concert-specific inserts (approx. 15/year) according to the terms of Caramoor's contract with OnStage Publications:

- Act as the main liaison with OnStage
- Work with internal departments to determine content and set deadlines for the program book
- Collaborate with commissioned program annotators and other writers for individual program notes
- Assemble text and photos, design program pages, and deliver camera-ready PDFs to OnStage
- Make recommendations for design and pagination
- Proofread and fact-check all materials
- Circulate proofs internally for comments and approvals, and externally to artist management; communicate any corrections to OnStage
- Work with Marketing staff to produce house ads where space opens up

Produce supplements (approx. 15/year) produced entirely at Caramoor:

- Maintain separate schedule for these Supplements
- Assemble text and photos
- Work with Marketing design team on covers and ads
- Format all elements into booklets printed on-site

Additional requirements

- Maintain consistency of voice throughout all communications to ensure the clarity of Caramoor's mission, vision, and story
- Ensure visual consistency, both through internal graphic design of branded materials and that of external vendors
- Traffic press releases for staff review
- Provide support to the department by proofreading content for marketing materials
- Maintain program book files
- Provide additional support to the Creative Media Group team as needed

Required Skills and Qualifications:

- Bachelor's degree in English, publishing, communications, journalism or a related field
- Previous experience and interest in music, the arts, and/or history
- Background in classical music, including familiarity with conventions of classical music work title and movement listings, instrumentation, and artist rosters
- Excellent editorial and written communication skills

- Proficiency in Microsoft Office and Adobe Acrobat Pro
- Experience in Adobe InDesign a plus
- Strong project management and time-management skills
- Enthusiasm for and desire to work in a fast-paced environment
- Interest in developing a meaningful presence/role in Caramoor's ongoing development
- Exhibit a friendly, enthusiastic and positive demeanor and have a strong commitment to Caramoor's mission and values

About Caramoor

For over 70 years, Caramoor Center for Music and the Arts has served as a leading destination for exceptional music, captivating programs, spectacular gardens and grounds, and wonderful moments with friends and family. It enriches the lives of its audiences through innovative and diverse musical performances of the highest quality. Its mission also includes mentoring young professional musicians and providing educational programs for over 6,000 young children annually, centered around music. Just forty miles north of Manhattan in Katonah, NY, Caramoor is an ideal oasis for music and inspiration. For more information about Caramoor please go to www.caramoor.com.

To Apply: Please send resume and cover letter to personnel@caramoor.org including "Publications Editor" in the subject line. We will only contact candidates being considered for the role. Please check our website for more opportunities. *No phone calls, please.*

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.