



eastern music festival

# 2019 OUTREACH/PERFORMANCE COORDINATOR

## REPORTS TO:

Beverly Naiditch, Director of Operations

Melissa Edwards, Director of Admissions and Education

The Outreach/Performance Coordinator will perform the responsibilities described below and will also be available to assist staff for special projects as assigned and as their main assignment permits.

## OFF-CAMPUS STUDENT CHAMBER PERFORMANCES

- Identify, schedule and manage outreach student chamber music performance opportunities
- Assist in selecting and scheduling venues and dates based on the Master Calendar
- Communicate with the designated contact for each event, ensuring accuracy and completeness of information
- For most performances, select a group based on repertoire and ability level. Discuss details with the faculty coach before contacting the students. Relay communications between staff, faculty coaches and student group.
- Create flyers to post and disseminate info to the student performers in a timely manner
- Coordinate concert logistics, including transportation, drivers, necessary equipment, box lunches, etc.
- Complete a Run-Out Form for each event, including follow-up information filled out after the performance
- Oversee each performance to ensure a positive experience for the performing students and the host
- Introduce the group and possibly the pieces, as needed. Teach students how to introduce and present themselves
- Coordinate transportation and other logistics for all other chamber/solo/small group off-campus performances, including Orchestra Fellows (*Encircling the City*)

## COLLEGE FAIR

- Work with Director of Admissions to ensure representative lists are correct
- Coordinate on-site logistics before the event
- Manage student helpers, greet college representatives, and troubleshoot on the day of the event

## MISC.

- Assist in managing master classes and at other concerts/performances/events, as needed

All summer staff members are encouraged to attend a wide variety of concerts, educational programs, fundraising events, etc., to gain a thorough understanding of all aspects of the artistic and administrative activities of the Festival. Summer staff may occasionally be assigned to projects outside of their position descriptions, as needed.

**STIPEND:** \$850 plus your choice of a \$300 meal stipend or a Cafeteria Meal Card. (please indicate)

**ARRIVAL DATE:** Monday, June 17, 2019

**DEPARTURE DATE:** Monday, July 29, 2019

## APPLICATION PROCESS

All applicants must submit a letter of interest, curriculum vitae, and the EMF summer staff application. Send all materials to: Eastern Music Festival, Summer Employment, PO Box 22026, Greensboro, NC 27420. Deadline for the receipt of applications is February 15, 2019.

## QUESTIONS

[info@easternmusicfestival.org](mailto:info@easternmusicfestival.org)

(336) 333-7450 ext. 228