



eastern music festival

2024 ASSISTANT TO THE DIRECTOR OF EDUCATION

REPORTS TO:

Melissa Edwards, Director of Education

The Assistant to the Director of Education will have the opportunity to gain experience as a lead administrator. Specific duties include, but are not limited to:

- General clerical and administrative duties
- Act as primary administrative and logistical support for the Euphonium Tuba Institute and the Classical Guitar Summit
- Work with Faculty Artists to plan and organize calendar for lessons, classes, and other events for the Classical Guitar Summit
- Organize and run the EMF College Fair
- Assist with the collection and processing of student thank-you cards
- Support the Director of Education on Registration Day and Check-Out Day

The position supports the Director of Education and will also be assigned duties to help other key Festival staff (Classical Guitar Summit Faculty and Euphonium Tuba Institute Faculty). The Assistant to the Director of Education will work on the campus of Guilford College throughout the Festival's five weeks.

Applicants should have a professional demeanor and be comfortable working in a fast-paced environment. The successful candidate will:

- Demonstrate excellent communication skills, both written and verbal
- Maintain strong attention to detail
- Be greatly adept at organization, especially with working across multiple conflicting schedules to organize events, lessons, and chamber rehearsals that work seamlessly within the existing Festival calendar
- Have a strong proficiency with Google Workspace and Microsoft Office applications, especially spreadsheet applications (Excel, Google Sheets)

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 description, as needed.

WAGES: \$12 per hour – 32 hours per week. On-campus room and board available (if needed) and a Campus Cafeteria Meal Card OR \$300 food stipend. (Please indicate choice.)

ARRIVAL/START DATE: Saturday, June 15, 2024

END DATE: Tuesday, July 30, 2024

APPLICATION PROCESS

Please email your resumé, cover letter, and a completed EMF Summer Staff Application Form to info@easternmusicfestival.org with the subject line "EMF Summer Work." Download the EMF Summer Staff Application Form from easternmusicfestival.org/employment/. Deadline for receipt of application is **February 28, 2024**.



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QUESTIONS?

info@easternmusicfestival.org

(336) 333-7450 ext. 222

About Eastern Music Festival:

For over six decades, Eastern Music Festival (EMF), a nationally recognized classical music festival and summer educational program, is produced each summer on the campus of Guilford College in Greensboro, North Carolina. EMF is distinguished by its accomplished faculty, exhilarating repertoire and performances, and renowned visiting artists under the artistic direction of Gerard Schwarz. A powerful teaching institution, EMF provides encouragement and guidance to hundreds of young musicians from across the country and around the globe as they take their first steps towards careers in the performing arts. EMF's five-week 63rd season is June 22 – July 27, 2024. For more information, visit easternmusicfestival.org. Follow EMF on [Facebook](#), [Instagram](#), and [YouTube](#).