

2024 ASSISTANT TO THE DIRECTOR OF OPERATIONS

REPORTS TO:

Beverly Naiditch, Director of Operations

The Assistant to the Director of Operations supports the activities of the Director of Operations in overseeing day-to-day operation of the Festival, guest artist logistics, and other key functions. Specific areas of responsibility include but are not limited to:

FESTIVAL OPERATIONS

- Communicate with staff, faculty, students, and technical crew regarding Festival details, such as scheduling auditions and/or changes, weekly orchestra seating assignments, meeting agendas, and student concert programs (piano recitals, chamber music concerts and Guest Artist master classes)
- Assist Director of Operations with the overseeing of Ops related summer staff/interns
- Assist Director of Operations with special instrument needs
- Assist Director of Operations with rental car/van needs and pick-up/drop-off dates
- Assist in the coordination of faculty run-out concerts and student field trip logistics
- Maintain files for Operations office
- Serve as on-duty staff in Operations office when necessary
- Use of Microsoft Office, including PowerPoint and Excel, as well as Google Sheets to support facilitation of Festival operations

FACILITIES

- Provide support as necessary to the Guilford College Facilities and Events Manager regarding daily interface between the Festival and the College
- Assist with the set-up and end-of-Festival pack up of on-campus offices

FACULTY LOGISTICS

- Compile and copy information for the Faculty Arrival Packets
- Assist with arrivals/departures and on-campus housing logistics

GUEST ARTISTS

- Support the Guest Artist Liaison (Operations Assistant) in providing transportation to rehearsals and performances for guest artists, when necessary
- Act as a liaison with Guest Artists to ensure artists' comfort and security, when necessary
- Assist with travel details and hotel reservations as needed, in coordination with Director of Operations and Executive Director
- Assist with coordinating rehearsal schedules, concert needs, and special requests
- Assist with coordinating amenities and special requests per hospitality riders within performance contracts, when necessary

POST-CONCERT

- Coordinate ground transportation to hotel or "after-parties" as necessary

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: \$2,700 plus room and board (if needed) and Cafeteria Meal Card OR \$300 food stipend. (Please indicate choice.)

ARRIVAL DATE: Saturday, June 15, 2024

DEPARTURE DATE: Tuesday, July 30, 2024 before noon

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**.

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](#).