



eastern music festival

2024 GUEST ARTIST LIAISON (OPERATIONS ASSISTANT)

REPORTS TO:

Beverly Naiditch, Director of Operations
Chris Williams, Executive Director

The Guest Artist Liaison supports the activities of the Director of Operations and Assistant 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:

GUEST ARTISTS

- Transport Guest Artists to and from the airport, hotel, rehearsal/performance venues, receptions, as necessary
- Create an itinerary for each Artist with template and information supplied by the Director of Operations and Executive Director
- Maintain communication with each Artist to ensure their visits go smoothly and their needs are met
- Assist with any required hospitality items as requested by the Artist
- Assist the Operations staff with pre-festival preparations and post-festival clean up, as well as helping to fulfill the day-to-day responsibilities of the Operations department

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: \$1,200 plus room and board (if needed) and a Campus 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](#).