



eastern music festival

2024 OUTREACH/PERFORMANCE COORDINATOR

REPORTS TO:

Beverly Naiditch, Director of Operations

Melissa Edwards, Director of 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 Education 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

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- 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: \$1,200 plus room and board (if needed) and your choice of a Cafeteria Meal Card OR \$300 food stipend. (Please indicate choice.)

ARRIVAL DATE: Monday, June 17, 2024

DEPARTURE DATE: Monday, July 29, 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**.

QUESTIONS?

info@easternmusicfestival.org

(336) 333-7450 ext. 222



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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](#).