

2025 PERCUSSION COORDINATOR



REPORTS TO:

Beverly Naiditch, Director of Operations

The Percussion Coordinator reports directly to the Director of Operations (Beverly Naiditch) and indirectly to the Stage Manager (Charley Bryant). This staff member assists on a number of key festival related production fronts that involve percussion equipment, including:

- At the start of and during Prep Week, assist the Stage Manager in the acquisition of borrowed/rental percussion equipment.
 - Assist with the distribution of all percussion equipment to their specific locations: Dana Auditorium, Sternberger Auditorium, designated percussion practice rooms/studios and any other on campus locations as required.
 - Submit a list of all large equipment and locations to the Director of Operations.
 - Submit a list of all borrowed/rental equipment, along with make/model/serial numbers. (if applicable) to the Director of Operations.
 - Take a full inventory of all EMF-owned percussion equipment, noting any discrepancies, missing or broken items and submit to the Director of Operations.
- For performances/rehearsals, work with Stage Management crew/Percussion Faculty to make sure all required equipment is onstage in Dana, Sternberger or other on campus spaces and assist with changeovers as needed.
- Maintain the inventory (including borrowed/rental) as needed, keeping the Director of Operations apprised of any damaged or lost items. Obtain approval from Operations for any purchases pertaining to repairs or loss.
- Post season responsibilities include:
 - Assisting Stage Management in moving all equipment back to their proper locations.
 - Return any rental/borrowed items from individuals (non-school/non-local symphonies) to their owners. This includes packing and shipping of any Zildjian cymbals acquired “on spec”.
 - Take another full inventory of all EMF-owned equipment, noting any discrepancies, missing or broken items and submit to the Director of Operations.
 - Pack the percussion closet in Dana in an orderly manner, making sure that no personal household items belonging to faculty or staff are left behind.
- Other festival-related tasks, 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: \$2,300 plus room and board (if needed) and your choice of a Cafeteria Meal Card OR \$300 food stipend.

ARRIVAL DATE: Sunday, June 22, 2025

DEPARTURE DATE: Tuesday, August 5, 2025

APPLICATION PROCESS

Please email your resumé, cover letter, and a completed EMF Summer Staff Application Form to jobs@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 27, 2025**.

QUESTIONS?

jobs@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 64th season is June 28 – August 2, 2025. For more information, visit easternmusicfestival.org. Follow EMF on [Facebook](#), [Instagram](#), and [YouTube](#).