

2025 COMMUNITY ENGAGEMENT COORDINATOR

REPORTS TO:

Beverly Naiditch, Director of Operations

Melissa Edwards, Director of Education

The Community Engagement Coordinator will perform the responsibilities described below and will also be available to assist staff with special projects as assigned and as their main assignment permits.

OFF-CAMPUS STUDENT CHAMBER PERFORMANCES

- Identify, schedule and manage student chamber music performance opportunities in off-campus locations in Greensboro
- Assist in selecting and scheduling venues and dates based on the Master Calendar and as suggested by direct reports
- Communicate with the designated site 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 with follow-up information filled out after the performance, including number of students performed, number of audience members, date, time and location of performance, and notes on overall experience with the site
- 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: \$1,300 plus room and board and your choice of a Cafeteria Meal Card OR \$300 food stipend. Both room and board and meal card or stipend are available starting June 24.

ARRIVAL DATE: Monday, June 24, 2025

DEPARTURE DATE: Monday, August 4, 2025



eastern music festival

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](#).