



STRINGS MUSIC FESTIVAL

Programs Coordinator

Organization

Strings Music Festival presents innovative programs of distinctive classical and popular contemporary music to the surrounding community of Steamboat Springs, Colorado, and its visitors. Our intimate and friendly setting attracts people of all ages and backgrounds, and we enhance the cultural, educational, and entertainment experiences of our audience. No other organization brings world-class musicians to Northwest Colorado, creating the opportunities of a large city in a rural culture.

The summer festival season, now in its 37th year, features popular contemporary music, classical programs, youth and family concerts, and free community programs. Outside of the summer, Strings provides concerts as well as Strings School Days, a youth music education program. Strings Music Festival hosts over 100 events yearly, reaching over 26,000 audience members, and provides more than half of events at no cost. The festival's annual budget is \$3 million.

Position: Programs Coordinator

This position is full-time, year round, and is located in Steamboat Springs, Colorado.

Key Accountabilities

- Contribute to the flawless execution of concerts by managing and coordinating logistics
- Facilitate meaningful musical experiences by supporting the presentation of community programs
- Facilitate revenue generation by supporting facility use agreements

Roles & Responsibilities

Contribute to flawless execution of concerts by managing and coordinating pre-concert logistics, especially for classical concerts

- Write, send, and organize contracts for artists
- Coordinate lodging needs and placements
- Maintain music library, including ordering, scanning, and filing music
- Create and deliver welcome packets for artists and manage artist benefits
- Ensure compliance and payments for music licensing
- Act as organizational notary
- Manage and coordinate artist needs, including transportation, runners, security, meals, and hospitality
- Manage Pavilion and off-site calendars, including classical rehearsal schedule

Facilitate meaningful musical experiences by supporting the presentation of community programs

- Organize logistics for free community programs
- Accompany artists to free community program venues and represent Strings to the audience

- Accompany artists to classroom visits, introducing artists to the school, classroom, and teacher
- Work on the production and front of house teams during Strings School Days concerts to support concert execution
- Take photos and videos as needed at community events

Facilitate revenue generation by supporting facility use agreements

- Write, send, and organize contracts for all facility use agreements
- Support client communication and deliver on needs and requests
- Assess and inventory Strings Pavilion before and after events
- Support the forecast of expenses and income for facility use events

Perform additional duties as assigned

Experience & Qualifications

Required:

- A two or four year degree from an accredited university or college
- Two years of professional work experience OR combination of education and experience
- Excellent interpersonal communication skills (written and verbal)
- Ability to integrate into a highly collaborative small Strings staff
- Strong problem-solving and critical thinking skills
- Detail-oriented and organized
- Ability to work weekends and evenings
- A practical knowledge of and passion for music and the arts

Compensation & Benefits

Wage is commensurate with experience and qualifications. Wage range is \$21-\$25 per hour.

Benefits include 100% premium for employees for medical, dental, and vision insurance; 401k plan with Vanguard; PTO, sick time, and paid holidays; zero-interest payment plan for Ikon pass.

How to Apply

Please send resume and two professional references to Katie Carroll, Director of Programs, at jobs@stringsmusicfestival.com. No phone calls please.

Strings Music Festival is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, genetic information, age, veteran or military status, gender identity or expression, sexual orientation, marital status, parenthood, mental or physical disability, or any other basis protected by local, state, or federal laws.