



## STRINGS MUSIC FESTIVAL

### Programs Administrator

#### 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 38<sup>th</sup> 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 24,000 audience members, and provides more than half of events at no cost. The festival's annual budget is \$3 million.

Strings Music Festival seeks a full-time Program Administrator reporting to the Director of Programs. The key accountabilities of this position are:

- Contribute to flawless execution of concerts by managing and coordinating logistics
- Deepen community relations and generate revenue through facility rental coordination

Contribute to flawless execution of concerts and events by managing and coordinating logistics

- Write, send, and organize contracts for artists
- Review and mark up agency contracts
- Coordinate lodging donors, artist stays, and assign placements
- Coordinate pavilion and offsite education events with artists and schools
- Maintain music library, including ordering, scanning, and filing music
- Create and deliver itineraries and welcome packets for artists, and manage artist needs
- Ensure compliance and payments for music licensing
- Manage and coordinate additional artist needs, including transportation, runners, security, meals, and hospitality
- Manage Pavilion and off-site calendars, including classical rehearsal schedule
- Facilitate smooth artist travel to community venues by coordinating schedules and resources
- Act as organizational notary

Deepen community relations and generate revenue through facility rental coordination

- Write, send, and organize contracts for all facility use agreements
- Facilitate clear communication throughout the facility use process, acting as primary liaison between Strings staff and client
- Prioritize systematic organization and communication of planning and pre-production deadlines and client needs
- Liaison with all additional vendors, including caterers, and manage their venue contracts
- Support the forecast of expenses and income for facility use events

Perform additional duties as assigned

### **Experience and Qualifications**

- A two or four year degree from an accredited university or college in arts administration, business, communications, or related field.
- Three years of professional work experience OR combination of education and experience in event coordination, arts management, or logistics-heavy roles.
- Excellent interpersonal communication skills (written and verbal)
- Precision in tracking deadlines, payments, and compliance
- Calm under pressure and strong problem-solving skills
- Ability to maintain confidentiality and professional boundaries with artists and vendors
- Familiarity with artist relations or hospitality (e.g., booking travel, lodging)
- Proficiency with contract management software or databases.
- Experience managing budgets and financial tracking
- Strong proficiency with scheduling and logistics tools (e.g., Asana, Excel).
- Ability to work weekends and evenings

### **Compensation & Benefits**

Wage is commensurate with experience and qualifications. Wage range is \$22-\$26 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](mailto: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.