

Title: Artistic Coordinator
Reports to: Artistic General Manager
Status: Full-Time Hourly, Salary, Exempt

POSITION PROFILE:

The Artistic Coordinator is responsible for coordinating all aspects of guest artist and conductor relations. Works closely with the Artistic General Manager in the drafting and execution of all Artistic Department contracting. This role will partner with all internal departments, work collaboratively to effectively communicate the scheduling, and needs for all guest artist and conductors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Guest Artist Logistics & Contracting

- Works closely with artist managers and artists to arrange travel, housing accommodations, and local ground transportation for all visiting artists in a timely manner.
- Coordinates schedules for all aspects of artists' visit to Denver (including educational activities, development activities, press interviews, fundraising functions, post-concert dinners, etc.)
- Processes payment of all fees for all visiting guest artists.
- Creates detailed itineraries for all visiting artists and communicates those itineraries in a timely manner.
- Maintains and manages spreadsheets for airfare bookings, hotel bookings, and guest artist information, for record and budgeting purposes.
- Drafts guest artist contracts in close consultation with Artistic General Manager.
- Acts as primary liaison with all artists before, during, and after their time with the CSA. This will include regular weekend phone calls and emails from visiting guest artists or artist managers.

Coordinate guest artist hospitality

- Ensures that dressing rooms are fully provisioned in advance of artists' arrival to rehearsal or performance, per guest artist contracts.
- Communicates any special guest artist-related instructions with all Artistic Department staff, Front of House staff and Back of House staff.
- Coordinate welcome/meet and greet of guest artists with CEO and/or senior leadership.
- Coordinate CSA welcome/thank you cards for all guest artists, Development, Education, and Executive departments to be signed by musicians, artistic leadership, and administrative staff.

Maintain artistic vendor relationships.

- Maintains positive relationships with all vendors (airline, hotels, car rentals/services, catering, etc.)
- Negotiate vendor rates for area vendors including hotels, car rentals/services, catering, etc.). Final approval for contracts by Chief Artistic Officer and Chief Financial Officer.

Support

- Provides administrative support to the Artistic Department, as needed.
- Serves in Artistic concert and rehearsal duty rotation; and be available to provide personal support to all artist activities including rehearsals, concerts, and other events.
- Provides support in coordination with the Artistic Operations Manager, to the Chorus Leadership team.
- Works closely with Artistic/Operations team to communicate schedule changes, technical requirements, and rehearsal orders for visiting artists.
- Utilizes SharePoint to communicate and maintain information within and across departments.
- Works closely with Artistic General Manager to ensure spending stays within budget and follows all Finance department policies.

QUALIFICATIONS AND CAPABILITIES

Required:

- Must be able to have flexible work schedule including days, evenings, weekends, and irregular hours as required.
- 2+ years of experience in working with performing ensemble or in areas related to travel planning and administrative duties.
- 2+ years of Customer Service experience preferred.
- Communication skills both verbal and written.
- Demonstrate organization skills, attention to detail, the ability to meet deadlines.
- Exceptional interpersonal skills, both in person and by phone, with guest artists, management, patrons, and musicians.
- Ability to work independently.
- The ability to interact professionally with other managers to provide consultative support for planning initiatives through financial and management information.
- Consistent professionalism at the highest level and maintain a positive attitude in high stress situations.
- Excellent attention to detail and ability to manage multiple projects.
- Ability to proofread material and perform research.
- High degree of flexibility in response to daily shifting priorities.
- Proficient in Microsoft programs, including but not limited to Outlook, Excel, Word, SharePoint, and Teams.

Preferred:

- Bachelor's degree (preferred in classical music or arts administration); significant experience working with orchestras or other musical organizations can substitute for the degree.
- Knowledge of classical music, how an orchestra works and performing arts world in general.
- Ability to create and improve operational efficiency and meet deadlines consistently.

Physical Demands:

- Must be able to handle the physical demands commensurate with an active administrative position and concert schedule including lifting up to 25 lbs. of equipment.

Transportation:

- Personal vehicle necessary to transport equipment to off-site events if necessary.

COMPENSATION AND BENEFITS

- Salary range \$35,000-\$48,000 negotiable, commensurate with qualifications and experience.
- The CSA offers a competitive salary and provides excellent benefits to all full-time employees including:
 - Health insurance – three options to choose from (PPO Base (100% employer paid for employee), Buy-up, or High Deductible); all at low cost to the employee;
 - Dental, Vision, Voluntary Life/Accidental/Critical Illness, and Long-Term Disability Insurance;
 - Short-Term and Long-Term Disability Insurance, 100% Employer paid;
 - Health Savings Account and Flexible Spending Accounts, including Medical and Dependent Care, Employee Assistance Program, and Personal Loan Program;
 - Paid time off - vacation, sick leave, designated holidays, and 2-floating holidays of your choice;
 - A 403(b) plan;
 - Discounted tickets to CSA concerts;
 - Work from home flexibility.

HOW TO APPLY

Submit a cover letter and resume to jobs@coloradosymphony.org

Please put the title of the job position in the subject line of your email. No calls please

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