



## **Job Description**

**Title:** Artistic Operations Assistant

**Department:** Artistic Programming

**Dates:** February 1 – May 15, 2022

**Supervisor:** Artistic Planning Manager

**Employment Type:** PT, non-exempt, seasonal

Caramoor Center for Music & the Arts is currently seeking qualified candidates for the role of Artistic Department Assistant for our 2022 Spring Season.

### **ABOUT CARAMOOR**

*Our mission is to enrich the lives of audiences through innovative and diverse musical performances of the highest quality, mentor young professional musicians, and engage children through interactive, educational experiences that deepen their relationship to and understanding of music. These three prongs – music performance, musician mentoring, and music education – infuse everything we do.*

Located in Katonah, NY in northern Westchester, Caramoor Center for Music and the Arts, Inc. is a 501c3 non-profit arts center founded in 1946. Encompassing 80-acres, Caramoor presents 50-60 live music performances throughout the year, culminating in a major summer season starting in June and going through early August.

Caramoor was the summer home of Lucie and Walter Rosen, music and art lovers who opened their home to the public for people to enjoy concerts and be inspired by the beautiful gardens, historic buildings, and art collection. A wide variety of music is presented including classical, jazz, American roots, world, American songbook, family programs, and more. Caramoor also has a permanent and rotating collection of sound art installed throughout the property. The facilities and grounds are rented out for private events as well.

Caramoor also trains the next generation of classical musicians and provides music-based arts education to local schoolchildren. Through its public programs and community events, Caramoor serves approximately 40,000 people annually.

### **Job Description**

The Artistic Operations Assistant will provide assistance to the Artistic Programming Department during the parental leave of the Senior Artistic Planning Manager. They will work with the Artistic staff on advancing, managing, and acting as artist liaison for selected MR concerts in Caramoor's Rosen House, as well as provide assistance with general administrative tasks such as artist contracts and riders, data entry into the concert calendar database (OPAS), review of marketing materials, and cataloging archival recordings. The Assistant will also assist with extra activities during Caramoor's mentoring program residencies. The position is approximately 20 hours per week, including some evening and weekend hours. We seek candidates with some classical music/concert management experience, even if non-professionally.

## Required Skills and Qualifications:

- **Experience:** Two plus (2+) years of concert event production, arts/events administration or related experience. Having or pursuing a Bachelor's or advanced degree in music a plus.
- **Software Technology Expertise:** Must be proficient in Microsoft Office Suite and other business technology tools.
- **Communication Skills:** Must have professional and approachable skills to effectively work closely with artists, make them feel welcome, and attend to their needs. Strong interpersonal and verbal communication skills are required for interaction with other stakeholders including staff, vendors, guests, the Board of Trustees.
- **Collaboration:** Ability to work as part of the Caramoor family, in particular with the Artistic Programming team, in a positive and professional manner, is essential. A willingness to be hands-on, organized, and flexible enough to work on a variety of assigned tasks, is necessary.
- **Values & Culture Fit:** Demonstrated passion for music, an appreciation for creating an environment of inspiration of music for all visitors, and a strong commitment to Caramoor's mission and values, are necessary for success in this role.
- **Working Conditions:** The Rosen House, where performances take place, is not completely ADA accessible. Assistant must be able to maneuver stairs. Must be able to work during weekends and evenings, as needed, for events. A personal vehicle, and valid driver's license, are required.

To Apply: Please submit your cover letter and resume to [personnel@caramoor.org](mailto:personnel@caramoor.org) with "Artistic Operations Assistant" in the subject line. We will only contact candidates being considered for the role. No phone calls, please.

*Caramoor joins with those who seek to promote equality, eradicate injustice, and support inclusion. As in a choir, our world benefits from a multitude of voices coming together in harmony.*

*Caramoor is an Equal Opportunity Employer (EEO); this means that all aspects of employment, including but not limited to, recruiting, advertising, hiring, training, promotions, compensation, benefits, transfers, layoffs, return from layoffs, disciplinary action and discharge shall be conducted on the basis of qualification and ability without regard to actual or perceived race, religion, political affiliation, disability, sex (including sexual violence and sexual harassment), sexual orientation, gender identity, gender expression, pregnancy or any reproductive health decisions, genetic disposition, neurodiversity, color, age, weight, national origin, citizenship, familial status, marital status, domestic victim status, military and veteran status or any other basis protected by law.*

*We pledge to uphold equality in our hiring and employment practices, and to create an environment where everyone, from any background, can do their best work.*

[www.caramoor.org](http://www.caramoor.org)