

## ARTISTIC DEPARTMENT COORDINATOR

**Department:** Artistic Programming  
**Supervisor:** VP, Artistic Director  
**Compensation:** \$19-22/hour  
**Employment Type:** Full Time, Non-Exempt

Caramoor Center for Music & the Arts is currently seeking qualified candidates for the role of Artistic Department Coordinator.

### 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.

*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)

## **JOB DESCRIPTION**

The Artistic Department Coordinator will support the Artistic Department staff and is responsible for a variety of general administrative tasks such as: drafting and tracking of artist contracts and riders, data entry into the concert calendar database (OPAS), and cataloging archival recordings. The Coordinator will assist with activities during Caramoor's mentoring program residencies, and provide support for School Programs and Community Engagement planning, production, and evaluation.

The position is approximately 40 hours per week, with some of those hours falling on evenings and weekends. We seek candidates with some classical music/concert management experience, even if non-professionally.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Draft and track contracts
- Assist in development of Production schedules
- Maintain program activity in database calendar
- Advance and manage selected concerts throughout the season
- Assist in planning and producing presentations for Artistic Department.
- Maintain and update community partner and schools' lists
- Advance on and off-site School and Community events, meetings, and trainings, including: community partner walk-throughs, drafting floor/ground plans and runs of show, monitoring signage and supply needs, confirming catering/craft service needs and transportation.
- Help develop reporting processes including capture of student attendance, feedback, goal metrics, video clips/photos; community partner surveys
- Maintain School & Community event supply inventory
- Organize community partner/schools' complimentary tickets, in collaboration with Box Office.
- Assist Artistic Planning Manager with local school visits by Caramoor's Ernst Stiefel String Quartet-in-Residence

The Artistic Department Coordinator may perform other departmental assignments/research or duties as assigned by the VP, Artistic Director.

## **REQUIRED SKILLS & QUALIFICATIONS**

### **Experience**

Two plus (2+) years of concert/community event production, administration or related experience.

### **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, students and children, teachers, and teaching artists. 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**

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 some performances and school programs take place, is not completely ADA accessible. Coordinator must be able to maneuver stairs. Must be able to work during weekends and evenings, as needed, for events. A valid driver's license is required. COVID-19 vaccination is required.

## **TO APPLY**

Please submit your cover letter and resume by September 6 to [personnel@caramoor.org](mailto:personnel@caramoor.org) with "Artistic Department Coordinator" in the subject line. We will only contact candidates being considered for the role. No phone calls, please.