

SEATTLE CHAMBER MUSIC SOCIETY

JAMES EHNES, *Artistic Director*

Positions Announcement:

MARKETING & COMMUNITY ENGAGEMENT COORDINATOR (two positions)

Date posted: December 23, 2016

Application deadline: January 23, 2016

Position status: Seasonal, part-time position (May 1 – July 30)

Reports to: Director of Marketing and to Director of Operations and Education Programs (two people)

The Organization

Each year, Seattle Chamber Music Society (SCMS) presents a Winter Festival in January and Summer Festival in July at the Illsley Ball Nordstrom Recital Hall at Benaroya Hall. In addition to its high quality performances, SCMS offers community engagement programs for adults and youths to encourage audience appreciation of chamber music. These programs bring audiences of all ages in close contact with musicians and their music through informal, accessible and enjoyable formats. Both Festivals feature world renowned artists brought together to form unique chamber ensembles that play a diverse line-up of recognized chamber music. SCMS, has six year-round staff members and additional seasonal staff, and an annual operating budget of \$1.2 million. The organization has operated with a balanced budget since its founding in 1982.

In addition to its superlative performances by some of the most recognized musicians in the world, SCMS distinguishes itself by delivering the highest quality customer service possible through the Festival atmosphere. This is accomplished by promoting a culture of deeply personal customer care that serves to enrich the experience for our audience at the concert hall and beyond through positive, attentive interactions at every level.

Music Under The Stars and Chamber Music in the Park

As part of Seattle Chamber Music Society's Summer Festival, *Music Under The Stars* presents live audio-only broadcasts of each Summer Festival concert from Benaroya Hall in a Seattle neighborhood park. Each concert broadcast is preceded by a live student performance in the park. The Summer Festival also includes *Chamber Music in the Park*, a free live outdoor Chamber Music concert in Seattle's Volunteer Park featuring Festival musicians.

Position Summary

SCMS seeks two part-time, seasonal Marketing & Community Engagement Coordinators for its 2017 Summer Festival. The successful candidates will need to show leadership, customer service, marketing, event planning skills, and teamwork. The Marketing & Community Engagement Coordinators will work closely with each other and with SCMS's Marketing & Education Programs Directors towards the marketing, community engagement, and event production of our *Music Under The Stars* events.

Responsibilities

The Marketing & Community Engagement Coordinators, under supervision of the Marketing and Education Programs Directors, will facilitate a variety of activities, which include but are not limited to:

- Work with the Marketing and Education Programs Directors to inform and engage the broader community about SCMS activities and produce the *Music Under The Stars* events.
- Maintain SCMS's current relationship with community partners as well as cultivating new partnerships to engage specific Seattle neighborhoods (Downtown, Capitol Hill, West Seattle, Columbia City).
- Oversee and be the lead coordinators for 2 of 4 *Music Under The Stars* park locations.
- Manage promotional efforts in the local press, local businesses, and targeted social media, posting engaging and relevant content including behind-the-scenes info, promotions and special offers.
- Serve as on-site staff for *Music Under the Stars* live remote audio-only concert broadcasts at local parks, including coordinating day-of event details with park partners, setting up tables and chairs and SCMS booth, hosting the student musicians, making stage announcements, distributing and collecting surveys, and being the SCMS ambassador to the attending audience.
- Compose preliminary copy for weekly newsletters
- Other tasks assigned as needed. Individuals with special skill sets may be assigned additional duties.

Qualifications

The ideal candidate will have strong organizational and interpersonal skills; impeccable attention to detail; positive energy and a willingness to pitch in wherever needed. This highly visible position requires flexibility, and an ability to retain composure under pressure. The successful candidate will demonstrate availability, energy, willingness, and stamina to work long days, including evenings and weekends as assigned. Must be able to work as part of a team and be incredibly self motivated.

The following are **required**:

- Excellent interpersonal skills, face-to-face, telephone and email interactions
- Excellent writing and research skills
- Ability to work with people from many backgrounds and communication styles
- Personable, friendly, and customer service-oriented demeanor
- Comfortable with public speaking
- Ability to accomplish multiple tasks when priorities quickly shift
- Ability to work without direct supervision
- Valid driver's license, clean driving record and access to reliable transportation
- Ability to lift 30 lbs.

The following are **preferred**:

- Interest in arts administration, communications, arts marketing, and/or non-profit management
- Previous experience working at a major festival or event
- Background in or working knowledge of classical music and/or performing arts
- Knowledge of Seattle, Washington metro area

Position Details

The part-time Marketing & Community Engagement Coordinator positions begin on May 1. You must be available until July 30. From May to the end of the Festival, this position will take about 200 hours including about 60 hours in May, 60 hours in June and 80 hours in July. The schedule will be flexible during the day for the months of May and June, but you must be available from 5 to 10 pm on July 3, 5, 7, 10, 12, 14, 17, 19, 21, 24, 26, 28, and 29 to set-up and take down the *Music Under the Stars* event in July and the *Chamber Music in Park* free concert on July 29. Other hours will be negotiated upon starting the position. This position includes parking and mileage reimbursement, a cell phone stipend, and a \$15 per hour wage payable upon submission of a twice a month timesheet.

Application

Interested candidate should apply with cover letter and résumé to:

Jeremy Jolley
Director of Operations and Education Programs
Seattle Chamber Music Society
10 Harrison St.; Suite 306
Seattle, WA 98109
jeremy@seattlechambermusic.org

Please, no phone inquiries. Email is okay.

Seattle Chamber Music Society is an equal opportunity employer, and does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation, or any other legally protected characteristic.