SEATTLE
CHAMBER
MUSIC
SOCIETY

JAMES EHNES
Artistic Director

Positions Announcement:
MARKETING & COMMUNITY ENGAGEMENT COORDINATOR (two positions)

Date posted: February 12, 2020
Application deadline: March 17, 2020 or until position is filled
Position status: Seasonal, part-time position (May 1 – August 1)
Reports to: Director of Marketing and to Director of Operations and Education (two people)

The Organization
Seattle Chamber Music Society (SCMS) is a respected performing arts organization founded in 1982 that organizes two annual chamber music festivals each year, (January and July). Extraordinary musicians are invited from all over the world to create unique ensembles and offer musical performances for eager audiences at Benaroya Hall in downtown Seattle. SCMS also hosts multiple outreach programs, including free pre-concert recitals, open rehearsals, and a unique *Music Under the Stars* summer program that brings simulcast audio-only broadcasts of each concert to 5 parks in the City of Seattle, accompanied by live performances from local student groups. The Summer Festival also includes *Chamber Music in the Park*, a free live outdoor Chamber Music concert in Seattle's Gas Works Park featuring Festival musicians. SCMS audiences exceed 25,000 each year. The organization has 6 staff members, plus Artistic Director James Ehnes, a world-renowned violinist.

Position Summary
SCMS seeks two part-time, seasonal Marketing & Community Engagement Coordinators for its 2020 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.

Position Details
The part-time Marketing & Community Engagement Coordinator positions begin on May 1. You must be available through August 1. 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 can be flexible during the day for the months of May and June, but you must be available from 5 to 10 pm on July 6, 8, 10, 13, 15, 17, 20, 22, 24, 27, 29, and 31, to set-up and take down the *Music Under the Stars* events and from 12pm-10pm on August 1 for the *Chamber Music in Park* free concert. Other hours will be negotiated upon starting the position. This position includes parking and mileage reimbursement, and a $15.75 per hour wage payable upon submission of a twice a month timesheet.

Responsibilities
The Marketing & Community Engagement Coordinators, under supervision of the Marketing and Education Directors, will facilitate a variety of activities, which include but are not limited to:
- Work with the Marketing and Education 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 (First Hill, Capitol Hill, West Seattle, Columbia City).
- The 2 Coordinators will split the work of coordination for the 5 *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 performers, making stage announcements, distributing and collecting surveys, supervising on-site volunteers and interns, and being the SCMS ambassador to the attending audience.
- Compose preliminary copy for weekly email 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, non-profit management, events management, and/or arts education
- 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
- Access to a car/vehicle during the month of July

Application
Interested candidate should apply with cover letter and résumé to:

Rachel Ciprotti
Director of Education & Operations
rachelc@seattlechambermusic.org
Seattle Chamber Music Society
10 Harrison St., Suite 306
Seattle, WA 98109
Please, no phone inquiries, but questions via email are fine.