



Open Positions: Programs Assistant

Dates: Year-Round

Hours: Varies, as needed

Pay: \$20/hour

About Seattle Chamber Music Society

Established in 1982, the Seattle Chamber Music Society's (SCMS) mission is to foster the appreciation of chamber music in our region by presenting performances featuring world-class musicians in accessible and inviting formats, with an emphasis on developing a broad-based sustainable audience through education and community engagement. Each year SCMS presents world-renowned musicians in fresh, exciting and spontaneous ensemble performances of traditional, contemporary and seldom-heard chamber music repertoire. The Summer Festival presents twelve main series concerts in July and the Winter Festival presents six concerts over two weekends in January, all at Benaroya Hall's Nordstrom Recital Hall. In addition, the Seattle Chamber Music Society now offers year-round performance and educational programming at the newly opened Center for Chamber Music in downtown Seattle. World-renowned violinist James Ehnes serves as the artistic director of SCMS.

Position

Seattle Chamber Music Society seeks an hourly program assistant during its 2024-25 season. The people in this role will function as an integral member of the SCMS team to support various events and activities throughout the 2024/25 season. Programs Assistants have the opportunity to gain experience in arts administration, work with a supportive and innovative team, and have work schedule flexibility.

Principle Duties

Community Engagement and Education Programming

[Academy for Chamber Music](#)

- a. Be on site contact for Academy rehearsals and coachings when needed
- b. Assist during Concerts and other events

[The Concert Truck](#)

- a. Distribute marketing materials
- b. Administer surveys to audience members at all events
- c. Work with Director of Education and Community Engagement to compile survey results
- d. Assist with set up and clean up at each event
- e. Distribute materials to audience members

[Chamber Music in the Parks](#)

- a. Distribute marketing materials
- b. Administer surveys to audience members at all 3 events
- c. Work with Director of Education and Community Engagement to compile survey results

- d. Help distribute promotional materials and answer questions from audience members

Concert and Festival Production

Festival Concert Days (Winter and Summer)

- a. Assist at Will Call
- b. Assist in set-up of lobby and transportation of materials from the Center for Chamber Music to Benaroya Hall

Center Concert Days

- a. Assist at Will Call/Concert check-in
- b. Work with the Director of Operations on aspects of concert production
- c. Assist in set-up of concert space, including setting up seating, external signage and other details

Artist Liaison

- a. Assist with food pick up, set up, and clean up for after musician meals as needed
- b. Assist artists with other needs, including scanning/copying music

Other Duties

- a. Assist with set up and preparation for special events, including donor dinners and celebrations, sight reading parties and young audience club activities.

Preferred Experience and Skills

- a. Knowledge and love of Chamber Music
- b. Strong organizational skills
- c. Basic Microsoft and Excel skills
- d. Strong written and verbal communication skills
- e. Enjoys collaboration on teams and working with others

Other Requirements

Travel

- a. Program Assistants are responsible for transportation to and from Center for Chamber Music and all concert locations

Physical

- a. This position requires some moderate physical labor. Assistants must be able lift 35lbs to help with the transportation of box office and concert materials
- b. Some extended periods of walking and standing for events may be required

To Apply:

Submit a resume to Marta Lambert, Director of Education and Community Engagement, at marta@seattlechambermusic.org. Positions are filled as applications are received. Applications are considered on an on-going basis.

Equal Employment Opportunity

SCMS is committed to hiring and retaining a diverse staff and acknowledges the ongoing challenges the classical music community faces in building practices around equity and inclusion. We welcome differences and strive to increase participation from traditionally underrepresented groups. SCMS honors the experiences, perspectives, and unique identities of its employees and strives to create a working environment which is inclusive, equitable and welcoming for all.

Seattle Chamber Music Society is an equal opportunity employer. SCMS does not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation or military status.