



MOAB MUSIC FESTIVAL

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Artistic Administrator

About the Job

The Moab Music Festival (MMF) is currently accepting applications for a part-time, year-round position of Artistic Administrator. MMF is seeking creative, collaborative, and self-directed individuals to join our mission to connect music, the landscape, and people through world-class, original, and diverse experiences. We strive to provide a welcoming atmosphere and intimacy of the concerts allows audiences to see up close the interactions between musicians during performances.

The Moab Music Festival is an award-winning, national chamber music festival that runs for three weeks in Aug/Sept with further education and outreach concerts and events throughout the year. The MMF has a variety of venues, most outdoors, that require an appreciation of nature and outdoor life.

The Artistic Administrator reports to the Executive Director and will serve as an integral member of MMF's Artistic Department, working collaboratively within the organization to ensure the smooth implementation and execution of all programming. They provide administrative and organizational support to the Artistic & Music Directors, all MMF artists, artists' managers, and composers. The Artistic Administrator ensures a warm and welcoming environment for guest artists. This position will work closely with the Music & Artistic Directors providing concert support functions required for the smooth and exceptional execution MMF performances and presentations; all of this work must be performed with a commitment to discretion and maintaining confidentiality. We are hoping to responsibly grow the organization and therefore there is opportunity for growth in this position.

What you will be responsible for:

- Facilitate communication and understanding between the Music Director and key administrative staff. Ensure flow of information to and from the Music Director.
- Assist Music & Artistic Directors in documenting concert programming and artistic personnel.
- Create and keep Master Document, update Web information document, create and maintain artist schedules and contact information.
- Prepare & execute contracts following the creation of a draft rehearsal schedule, stipulating dates, fees, reimbursements and repertoire, as directed by the Music Director.
- Create check requests to submit for payment.
- Provide artists with updated information on visiting Moab, travel options, staff responsibilities, venues and concert dress.
- Prepare rehearsal schedules based on requirements provided by Music & Artistic Directors.
- Solicit and assemble artists' biographies and photographs.
- Deal directly with questions and requests from artists, or direct queries to the appropriate staff member.
- Provide Executive Director and other staff members (as needed) with information on artists' fees, stipends, reimbursements, travel and housing requirements.
- Develop and manage seasonal budgets for artists travel and accommodation.
- Obtain and circulate rehearsal orders and other performance-related details.
- Create and disseminate the day-to-day schedule of MMF staff and artists during all events.
- Help determine artistic deadlines.

Production & Operations

- Work closely with the Production and Operations Director to ensure a smooth, high quality experience for both audiences and musicians.
- Prepare and distribute artist schedules and itineraries as well as staff and production schedules.



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- Coordinate scheduling and logistics for artists and communicates with Production & Operations director to ensure all artistic needs are met.
- Assist in monitoring contracts to assure that provisions of contract and contract riders are fulfilled.
- Work with Communications team on facilitating any guest artist interviews.
- Identify and plan for technical requirements of programs in conjunction with the Music Director and Production & Operations Director. These may include requirements for sound amplification, instrument procurement, staging and multimedia presentations.
- During the Festival, carry out concert production duties in conjunction with appropriate staff, preparation and breakdown of various venues, and generally assisting artists. Act as artist liaison in conjunction with Stage Management.
- Manage rehearsal locations and requirements, in conjunction with appropriate staff and volunteers.
- Gather program information for program book.
- Collect & edit bios and photos of artists for program book and website.
- Collect and edit any program notes, texts and translations for inserts to the program book.
- Work in conjunction with Production to maintain & access the quartet of carbon fiber instruments.

Music Librarian:

- Locating and ordering rental and sales performance materials; preparing safety photocopies of all repertoire; distributing music to artists with explanatory notes and edits; assisting the Music Director in the preparation of special performance materials when applicable.
- Provide artists with safety copies of repertoire and making additional copies/arrangements as needed.
- Collect and restore all performance materials. Return rental materials to music publishers and retain purchased music for future use by MMF.
- Enter new pieces into inventory at the Festival.

Other related responsibilities

- A high degree of tact, diplomacy, discretion, judgment and sensitivity in all interactions is essential to this role.
- Ensure that administrative and personal support needs are met, including correspondence, record-keeping, ticket requests, travel arrangements, etc.
- Assist in departmental expense tracking.
- Assist with preparation and distribution of artist information.
- Serve as a supporting stage manager role at the Festival.
- Update master programming schedule at the end of the Festival.
- Issue and collect artist survey.
- Participate in Festival wrap at the end of each event.

You are an ideal candidate if you have the following qualifications

- Bachelor's level college or conservatory studies in Music or Arts Administration.
- Must be able to read music and follow scores.
- Must have general musical literacy and familiarity with chamber music.
- Internship or other previous experience in performing arts administration with concert production is strongly preferred.
- Familiarity with other types of music (i.e.; Jazz, Pops, etc.) and artists associated with these types of music is highly desirable.
- High level of professionalism, tact and integrity due to the frequency of internal/external contacts and exposure to confidential information.
- Excellent communication, writing, and editing skills.
- Must demonstrate meticulous attention to detail and flawless execution.



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- Creative problem solver
- Works well under stressful conditions, adapts quickly to changing scenarios
- Exceptional people skills to work with a vast array of personalities
- Help create a healthy and positive work environment.
- Ability to work days and during performance times, evenings and weekends as required.
- Operate in a PC network environment and familiarity with Mac and Apple products.
- Proficiency with scheduling software.

You would be energized on our team if you are/can:

- Comfortable with waiting for answers or leaving issues open.
- Capturing questions and information to discuss later with appropriate personnel.
- Willing to work independently, providing yourself structure to complete work.
- A careful listener, proactively listening to artists and staff.
- Respond promptly to staff and musician's requests.
- Provide support to artists.
- Maintain accurate and timely files and reports.
- Capture relevant artistic data.
- Comfortable with repetitious attention to detail.
- Avoid procrastination.
- Manage time & priorities.
- Meet deadlines on a determined timeline.
- Proactive in anticipating future needs.
- Identify and communicate steps in a project before implementing them.
- Look at something from many angles (macro and micro) to determine feasibility.
- Have interpersonal savvy for maintaining relationships.
- Maintain good relations with a variety of people.
- Easy to work with, individually and as a team member.
- Gain credibility and trust through consistency and maintain confidentiality when requested.
- See all tasks and responsibilities through to a timely completion.
- Flexible to work above and beyond when necessary.
- Enjoy being around people of different religion, race, geography, values, gender, and orientation.
- Display sensitivity and operate in a manner respectful of differences.
- Committed to and contribute to the smooth functioning of the staff team.
- Follow the overarching goals of the Artistic and Music Directors.
- Approachable, cooperative and takes the lead when necessary.
- Find timely and win-win solutions in situations that arise with the artists (this will affect the artist's performance in a positive way).
- Keep personal ego out of the discussion.
- Utilize and improve on MMF templates and tools for artistic information management.
- Follow current technical trends in musical performance.

Working conditions/physical demands: Required to perform some essential functions of the job during evening and weekend hours, particularly during Festival concerts and events. During the Festival will work outside in the heat and sandy & rocky terrain. Must be able to lift and move up to 30 lbs.

This is a year-round, part-time, salaried position. As we grow as an organization, there is room for growth in this position. The position requires travel and residence in Moab at least 2 times a year for the duration of the performances. Except during concerts and events, MMF offers a remote work schedule at the discretion of the Executive Director.



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Reports to: Executive Director

Required Travel: To Moab, at least 2 times a year for duration of concert prep and performance time.

Salary: \$20,000 (Yearly Salary)

Please submit via email a current resume/CV, cover letter, and contact information for 3 professional references to laura@moabmusicfest.org with the job title in the subject line. Cover letters may be addressed to Laura Brown, Executive Director.

MMF is an Equal Opportunity Employer. Applications will be reviewed on a rolling basis. Interviews will commence once an appropriately large and diverse pool of candidates has been identified.