



Artistic Programming Coordinator Position Description

POSITION:	Artistic Programming Coordinator
REPORTS TO:	Director of Programming
SUPPORTS:	Artistic Leadership Committee and Artistic Planning Committee
POSITION TYPE:	Non-Exempt
SCHEDULE:	Full-time year-around. Flexibility possible to accommodate summer seasons at outside organizations. Evening and weekend work required.
COMPENSATION:	Annual Salary: \$35,000 (pro-rated based on start date)
BENEFITS:	
Health Insurance:	100% of premium paid by employer for employee Dependents: Employee funded
Dental Insurance:	Employee funded
Term Life and Long Term Disability Insurance:	100% of premium paid by employer for employee
403(b) Plan:	Employees eligible to participate (employer does not presently provide matching contribution)
Leave:	13 days paid holiday leave 12 days paid personal leave plus accrual of 0.5 additional day for each year of continuous service up to a maximum of 19.5 days 12 days paid health and wellness leave
Parking:	Provided by employer
Mileage:	Reimbursed with advance supervisor approval

Position Summary: The Artistic Programming Coordinator (APC) reports to the Director of Programming. The APC acts as an artist liaison between guest soloists, conductors, and LPO staff, and executes all requests and needs of guest artists and conductors. The APC provides general support to the programming department, Artistic Leadership Committee, and Artistic Planning Committee as requested by the Director of Programming.

As the only full-time musician-governed and collaboratively operated orchestra in the United States, the LPO's unique structure fosters a close relationship between the musicians, artistic and administrative staff, Music Director, and other constituents. The APC nurtures positive relationships with these groups, creating a workplace environment conducive to the highest quality musicianship.

Duties and Responsibilities:

- Serve as primary contact for all guest artists (soloists, guest conductors, choirs, etc.) after contracts are fully executed.
- Arrange flights, lodging, airport ground transportation, and hospitality requests for all LPO guest artists.
- Maintain ongoing communication with guest artist managers and artists about schedules, rehearsals, travel, accommodations and production requirements.
- Implement all approved artist requests on contracts and riders.
- Prepare and manage itineraries for guest artists and conductors.
- Provide and/or secure approved ground transportation between artist lodging and concert/rehearsal venues during the entire stay of guest artists. (Owning a vehicle seating up to five people is preferred. Mileage for ground transportation shall be reimbursed with submission of proper documentation.)
- Be present at all rehearsals, events, and concerts involving guest artists to assist them as needed.
- Coordinate with stage crew to ensure dressing rooms are prepared for guest artists and all conductors, and execute needs according to contracts and riders.
- Support Education and Community Engagement activities that involve guest artists, such as master classes.
- Provide administrative support to and serve as a non-voting member of the LPO Artistic Planning Committee and LPO Artistic Leadership Committee.
- Research artists and works to assist in the planning processes.
- Manage the routing process for all artist contracts.
- Obtain O-1B visas for guest artists and conductors as needed.
- Perform other duties as assigned by the Director of Programming.

Position Requirements:

- Bachelor's Degree required, emphasis in music strongly preferred. Professional orchestra performance experience preferred.
- Successful experience working with orchestral musicians and conductors.
- Ability to work with and maintain confidential data.
- Ability to apply troubleshooting and problem-solving skills as issues arise.
- Ability to promote a positive and passionate work atmosphere by behaving and communicating with internal and external contacts in a manner using considerable professionalism, tact and enthusiasm. Ability to interact with others in a manner that inspires trust and confidence.
- Must have passion for excellence along with professionalism, dedication and commitment.
- Excellent planning and organizational skills.

- Outstanding oral and written communications skills.
- Demonstrated success motivating and developing staff, musicians, and volunteers.
- Results and team-oriented work style characterized by a creative and tenacious approach to problem solving.
- Flexible and resilient – comfortable embracing change.
- Unwavering commitment to artistic excellence.
- Ability to use various computer applications including proficiency in the use of Microsoft Office. Significant experience with OPAS and Microsoft Excel preferred.
- Willing to work regular evenings and weekends.
- Smart phone, laptop, and automobile required.

Applications

Please submit a cover letter that describes your interest and qualifications for the position. Send with a résumé and the names of three professional references.

All applications will be treated as confidential. References will not be contacted without applicant's knowledge. Electronic submissions are preferred. *(MS Word or Adobe Acrobat attachments only, please.)*

Email: employment@lpomusic.com **Subject Line:** Artistic Programming Coordinator Search

Applications will be reviewed once received.

LPO provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, marital status, genetic information, or any other protected classification.