

Now Hiring: Sunriver Music Festival Production Coordinator



Sunriver Music Festival is a year-round nonprofit presenting world-class orchestral performances and supporting music education throughout Central Oregon. Through a commitment to excellence, collaboration and innovation, the Festival seeks to foster a lifelong love of classical music in its many diverse forms.
sunrivermusic.org

Sunriver Music Festival's Production Coordinator is a vital member of the Festival's small-and-mighty staff helping plan and produce all events. The ideal candidate enjoys being part of a community, is organized and proficient in an office setting, and excited to be involved with creating world-class musical experiences. This key team member assists the Executive Director in daily operations of the year-round nonprofit organization and in coordinating all logistics associated with producing concerts and events.

Posted: November 15, 2024

Position open until filled.

Preferred start date: January 7, 2025 or earlier

Reports to: Executive Director

Supervises: Summer Intern, select volunteers

Interacts with: Patron Services Manager, Artistic Director & Conductor, Technical Contractors, Artistic Contractors, Graphic Designer, community partners, patrons, and general public

COMPENSATION AND SCHEDULE:

Sunriver Music Festival's Production Coordinator is a year-round, part-time, hourly position, with hours varying seasonally. Expect 55-85 hours per month September through May and up to 150 hours per month June through August. Work days and hours can be flexible and will increase as needed leading up to each event.

- \$22.66 per hour plus \$200 monthly health and technology stipend. Annual cost of living and merit increases each October.
- During the busy summer season (June, July, August) office hours are Monday through Friday 9:00-4:00. Year-round, there is flexibility among the 3-person staff to ensure coverage of office hours. Specific days and hours to be determined among successful candidate and current Festival staff team. Attendance at all main events is required.

DESCRIPTION:

The Production Coordinator is a vital staff member helping plan and produce all events for a year-round nonprofit organization. This is an in-person position based out of the Sunriver Music Festival office located in The Village at Sunriver in Central Oregon.

OFFICE OVERVIEW:

- Maintain a welcoming and professional office setting for patrons and community members.
- Process bills and invoices to review and categorize for the Festival bookkeeper .
- Assist Executive Director with musician contracts and communications.
- Coordinate advertising schedules with partner arts organizations and work with Graphic Designer to create print and digital ads for these partners.
- Assist Executive Director and Graphic Designer with creating annual Summer Festival program magazine and annual ticket brochure contents.
- Manage musician housing assignments and welcome packets.
- Additional administrative duties as assigned.

EVENTS OVERVIEW:

- Assist Executive Director in coordinating logistics associated with producing concerts and events, including working with technical contractors (venue, staging, lighting, sound, piano moving and tuning), musician requests, transportation, caterers, etc.
- Inventory and organize event supplies and storage.
- Act as primary administrative liaison backstage during rehearsals and concerts with musicians, technical contractors, artistic contractors, and volunteers. Quickly address any unexpected challenges or changes during the event, communicating and adapting plans as necessary.

ANNUAL FESTIVAL EVENTS:

- * August – the landmark Summer Festival (two-week orchestral concert series, now in its 48th season) in Sunriver and Bend
- * October – Encore! Annual Meeting in Sunriver
- * December - Christmas Concert in Sunriver or Bend
- * February - Valentine’s Dinner & Dance Concert at the Sunriver Resort Great Hall
- * March - Piano Showcase at the Tower Theatre
- * June – Play On! Pickleball Tournament at Fort Rock Park in Sunriver
- * June - Swings fore Strings Golf Tournament at Sunriver Resort Woodlands Course
- * June - Young Artists Scholarship Auditions and Concert in Sunriver
- * July – Raise the Baton Fundraising Party in Bend or Sunriver
- * Smaller events a few times a year - private parties, donor receptions, house concerts

ESSENTIAL QUALIFICATIONS:

- High school diploma or GED required.
- Preference will be given to candidates with experience in event planning or office/admin fields. Familiarity with classical music or orchestral practices is helpful though not required for this position.
- Strong communication skills (including written) and a collaborative spirit.
- Excellent time management with ability to multitask and prioritize. Willingness to delegate to volunteers when appropriate.
- Familiarity with Microsoft Word, Excel, Google Workspace, and capability to learn new processes and applications on Apple computers.
- Physical ability to assist in transporting light equipment and supplies (music stands, concert materials, decorations, beverages, etc.) and occasionally lifting or carrying up to 35 pounds. Endurance for long hours in an active production setting on event dates, including occasional evenings and weekends.
- Valid driver’s license and reliable transportation required; Festival events occur in multiple venues throughout Central Oregon.

TO APPLY:

Please send resume and letter of introduction to information@sunrivermusic.org.