



## Job Posting: Communications Coordinator

### **Meadowmount School of Music**

Westport, NY

**Dates:** Full-time onsite June 9 to August 15, 2025 (9 weeks) - plus - part-time hybrid/remote mid-May to mid-September as well as ongoing part-time work beyond the Summer Program.

**Compensation:** \$1,000 per week for 9 weeks plus travel stipend / \$25 per hour for part-time remote work in non-summer weeks.

**Room and Board:** Private room with AC, all meals provided June 9 to August 15.

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### **About Meadowmount:**

*One of the most unique experiences for a young musician; I would recommend this program to any student with ambitious dreams in music!*

– 2024 Meadowmount Student

Founded in 1944 by legendary violin teacher Ivan Galamian, the Meadowmount School of Music is a seven-week summer program for violinists, violists, and cellists. Musicians ages 10 to 30 from around the world gather at the school's campus in the Adirondack Mountains in northern New York to immerse themselves in an environment where they can focus on personal and artistic development through intensive training with leading faculty, individual practice, chamber music, and performance opportunities. With a capacity enrollment of 180 on the 49-building, 240-acre campus, the school retains an intimacy that provides for personal attention and fosters camaraderie among students. Many students return year after year, and alumni retain strong connections and return as faculty and guest artists, ensuring the continuity of the Meadowmount teaching tradition.

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### **Position Overview:**

Working closely with the Executive Director, the Communications Coordinator is responsible for communication strategies across various channels, including digital and print media, to promote Meadowmount's brand, messaging, and initiatives, often by writing content, managing social media and the Meadowmount website, concert programs and promotion, coordinating media relations, and supporting internal and external communications to ensure consistent messaging and positive public perception. During the summer, this is a public facing position that represents Meadowmount at concerts on and off campus and seeks to promote Meadowmount broadly across the region. This position supervises students and needs to be comfortable working with students ages 10 to 30.

*Founded in 1944 by Ivan Galamian*

## **Primary Duties and Responsibilities:**

### **Website:**

- Regularly updates and maintains the Meadowmount website with current content including events, student and alumni news, admissions, summer program updates, and more.
- Supports maintenance of WordPress content management system (CMS).
- Liaises with web-design consultants to ensure meadowmount.org is properly maintained, and codes and plugins are regularly updated.
- Monitor Google Analytics and Google Search Console associated with meadowmount.org. Recommends and implements any necessary changes to the website for improvements regarding search, usability, and accessibility.

### **Social Media:**

- Manages all official social media accounts including Facebook, Instagram, LinkedIn, BlueSky and YouTube. Posts regularly where appropriate, responds to comments/direct messages, addresses any copyright issues concerning music use, and reports on analytics when requested.
- Promotes and monitors any livestream or Facebook Live events on socials.

### **Communications:**

- Works with PR consultant to draft and distribute press releases to industry and local news publications, and posts on meadowmount.org.
- Pitches stories to local media and ensures that all press inquiries are responded to.
- Drafts all copy for external communications.
- Creates and sends digital communications including but not limited to event notices, newsletters, alumni outreach, and fundraising appeals. Creates reports based on results and implements necessary adjustments for future communications.
- Gathers video and photo content for storytelling purposes and makes recommendations on approaches to communication and storytelling.
- Manages the compilation and printing of concert programs in a timely manner. Supervises service award students who support this work.

### **Design:**

- This position supports design work but is not the primary or sole designer for Meadowmount.
- Facilitate requests for digital ads, providing specs, and monitor deadlines.

### **Administration:**

- Manage photo and video files on shared Google Drive.

**Beyond the summer season, ongoing part-time employment supports with the Recruitment Campaign and Summer Event Campaign in addition to the above duties.**

### **Requirements:**

- Excellent written and verbal communication skills.
- Strong understanding of digital marketing and social media platforms.
- Creative writing and content development skills.

- Project management and organizational abilities.
- Attention to detail and ability to meet deadlines.
- Proficiency in design software (e.g., Adobe Creative Suite) is a plus.
- Media relations experience is a plus.

**How to apply...**

- Please send a pdf of your professional resume with a cover letter explaining your interest in this position to [meadowmount@meadowmount.org](mailto:meadowmount@meadowmount.org).
- The earliest deadline for applications is January 24, 2025, however this position will remain open until filled.