



Job Posting: Manager of Artistic Operations

Meadowmount School of Music

Westport, NY

Dates: Full-time onsite June 9 to August 15, 2025 (9 weeks) - plus - part-time hybrid/remote starting with candidates earliest availability. Ongoing part-time hybrid/remote employment possible following the conclusion of the summer program.

Compensation: \$1,200 per week for 9 weeks plus travel stipend / \$30 per hour for part-time remote work approximately 20 hours per week for 8 weeks. There are additional opportunities for project management and hourly employment outside of the summer season.

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

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.

Position Overview:

This position works closely with the Artistic Director, Faculty, Collaborative Pianists, and Meadowmount staff team to ensure that all artistic operational aspects of the summer program run smoothly. This includes production for events at Meadowmount and off-campus, scheduling of all performance, rehearsal, and studio spaces, supervising service award students, supporting with chamber assignments and communication, managing the instrument bank and music library, facilitating livestreams, and organizing all audio visual files post-summer. During the summer, this is a public facing position that represents Meadowmount at concerts on and off campus. 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:

Concert/Event Production

- Manages production for all concerts, masterclasses, chamber music playoffs, auditions, and other artistic events in the Concert Hall and Rose Performance Space. Ensures that stage equipment, pianos, set ups, stage moves, lighting, sound, AV, recording, and timings are prepared in advance and well executed.
- Manages the concert staff schedule for concert managers and front of house managers and serves as Concert Manager for most performances and facilitates the concert start and post-concert wrap-up.
- Maintains stage equipment inventory and manages equipment across the campus and for offsite performances to meet all performance and rehearsal needs.
- Facilitates auditions and Chamber Music Playoffs.
- Trains and supervises Service Award students assigned as stage manager and/or stage crew.

Schedule Management

- Manages the scheduling of spaces across the campus for performances, rehearsals, and all artistic and campus life activities.

Community Engagement

- Serves as the primary liaison for off-campus concerts to venues and presenters.
- Advances offsite concerts and communicates with presenters, staff, and performers to confirm event details, provides the schedule and directions to performers, reserves vehicles for each event, arranges for all equipment to be provided or brought from Meadowmount.

Audio Visual

- Serves as the primary point of contact for av technicians and facilitates livestreams.
- Trains and supervises Service Award students assigned to AV work.
- Manages concert content on YouTube.
- At the end of the summer program, ensures that all video and audio content is archived and prepares packages for students with photos and video trims.

Instrument Bank and Music Library

- Ensures the Music Library is ready for the start of the summer and that music is kept in an organized and cataloged manner.
- Makes recommendations for ordering new or replacement music for the Music Library.
- Manages viola tryouts and assignment of violas at the start of the summer.
- Ensures that the instrument bank is secure and that all instruments and bows are signed out and returned in the same condition as they were received.
- Serves as the primary liaison to the luthiers, facilitates access to their housing and studio space, and resolves any questions or issues that arise during the summer.
- Serves as the primary liaison to piano technicians and ensures that all pianos are maintained and tuned throughout the summer. Regularly checks on pianos and communicates needs to the piano technicians.
- Recommends a process for music copying and printing and ensures that student's printing and copying needs are fulfilled in a timely manner.

- Supervises the Service Award student(s) assigned to the instrument bank and Music Library.

Faculty and Artist Support

- Supports the Artistic Director throughout the summer as requested.
- Creates class lists for each faculty member and works with the Executive Director to prepare for faculty orientation.
- Assists with student communication regarding chamber music placements, chamber issues that may arise, solo performance assignments, rehearsal and warm up scheduling, and any private recording requests.
- Confirms repertoire for each performance and provides complete and accurate repertoire for the concert programs.
- Serves as a primary administrative liaison for faculty, collaborative pianists, and guest artists, and facilitates access to their housing and studio ahead of their arrival.
- Confirms arrangements for receptions and post-concert dinners to performers, signs out vehicles, and makes arrangements for student performers to have transportation to and from offsite dinners.

Administrative

- Manages artistic operations within the approved annual budget and proactively reviews expenditures and expense recommendations with the Executive Director.
- Submits all receipts and invoices for payment within 5 business days.
- Confirms extra lessons with faculty each week and submits for the bi-weekly payroll.
- Makes hotel reservations for guest artists, facilitates travel arrangements, ground transportation, reimbursement of travel expenses, and/or travel stipends.
- Arranges for artist hospitality and personally greets and orients guest artists to Meadowmount.
- Supports the Meadowmount team with other projects as requested by the Executive Director.

Requirements

- Must be at least 21 years of age.
- Valid driver's license and comfortable driving 12-15 passenger vans.
- Ability to pass a background check.
- 1-2 years of experience with concert and artist management.
- Experience managing schedules and room scheduling.
- Excellent project management, organizational, and problem solving skills.
- Attention to detail and ability to meet deadlines.
- Strong interpersonal skills and the ability to communicate effectively at all levels.
- A love for stringed instruments, classical music, and the Meadowmount mission.

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.
- The earliest deadline for applications is January 24, 2025, however this position will remain open until filled.