

TITLE:	Communications Coordinator
STATUS:	Hybrid: Part-time remote (September to May) & full-time onsite (June to mid-August)
LOCATION:	Meadowmount is located near Lewis, NY between Elizabethtown and Westport
COMPENSATION:	\$1,080 per week / \$27 per hour for part-time remote work in non-summer weeks.
ROOM & BOARD:	Private room with AC, all meals provided when onsite at Meadowmount.

About Meadowmount:

"We are grateful to live less than an hour away from MMT's amazing and inspiring concerts. Thank you for being here and for reaching out to our Adirondack communities."

- 2026 Concert Attendee

"I don't think there's a better destination in the world to truly focus, be inspired, and make a year's worth of progress in just seven weeks. There is something special and extremely motivating in seeing my peers practice and perform and in spending time with such fine musicians and people. From individual lessons and chamber coachings to studio and technique class, I am sure that Meadowmount is the best environment in the world to develop as a young artist and as a person."

- 2026 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 190 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 Summary:

The Communications Coordinator is responsible for supporting and coordinating Meadowmount's communications, digital presence, and storytelling across the organization's website, social media, email communications, media relations, and print materials. This role ensures timely, engaging, accurate, and consistent information about its programs, events, students, alumni, fundraising initiatives, and organizational activities.

The Communications Coordinator manages day-to-day content for Meadowmount's website and social media channels, develops and distributes digital communications, and works with external communications and web-design consultants as needed. The position monitors digital analytics and audience engagement to identify opportunities for improved reach and communications effectiveness.

The role also supports Meadowmount's public relations and storytelling efforts by drafting communications and press materials, responding to media inquiries, gathering photo and video content, and identifying opportunities to highlight Meadowmount programming, faculty, students, and leadership. During the summer season, the Coordinator represents Meadowmount at concerts on and

Founded in 1944 by Ivan Galamian

off campus and seeks to promote Meadowmount broadly across the region. While Meadowmount is in session, this position oversees communications related to concerts, events, and livestreams, including the timely production of concert programs. The Communications Coordinator also manages merchandise planning, procurement, inventory, and sales.

Beyond the summer season, the Communications Coordinator continues to support Meadowmount's Recruitment Campaign and Summer Event Campaign, while maintaining the organization's ongoing digital and communications activities.

Position Requirements:

The position requires strong writing and organizational skills, creativity, attention to detail, strategic thinking, and the ability to manage multiple projects and deadlines in a collaborative environment. Understanding of digital marketing, social media platforms, communications software (Mailchimp, WordPress), design (Adobe Creative Suite), photography, and/or video editing experience are a plus. Knowledge of classical repertoire and string music certainly preferred, as is an enthusiasm for learning on the job and building new skills. This position supervises students during the summer session and must be comfortable working with students ages 10 to 30.

How to apply:

- Please send a pdf of your professional resume with a cover letter sharing your interest in this position to the attention of Genevieve Twomey, Executive Director at meadowmount@meadowmount.org.
- The earliest deadline for applications is November 1, 2026, however this position will remain open until filled.