



EUGENE SYMPHONY

Artist Liaison Volunteer

Job Description

The Artist Liaison Volunteer reports directly to the Operations and Education Director of the Eugene Symphony Association. The Artist Liaison will work with many of the guest artists for the symphony's symphonic season. Guest artists include soloists, conductors, and guest composers of the Eugene Symphony. This position requires intensive hours during concert weeks and does require work on some evenings and weekends. Responsibilities include: arrange transportation to/from the airport, housing, rehearsals, and performances for all guest artists; work with Operations and Education Director to reconfirm/arrange housing accommodations and/or rental cars for guest artists; assist in coordination of schedules with artists representation; prepare rehearsal/performance schedules and welcome packets to be given to artists upon their arrival in Eugene; help coordinate meeting/rehearsal times between conductors and soloists; help coordinate any guest artists dinners/social events during their visit; work with the Operations and Education Director to arrange any practice time/facilities or dressing room facilities that are needed throughout their stay; assist in fulfilling any artist requirements that are listed in any technical riders provided by artist management.

Requirements

Applicant must work well under pressure and be able to handle multiple deadlines at one time. Applicant needs to possess excellent interpersonal, organizational, and computer skills. Knowledge of music a plus. Professional conduct and appearance expected. Hours/time worked will vary throughout the season and applicant must be flexible with their schedule. Must have a valid driver's license and access to a registered vehicle.