

Job Description

Job Title: Festival Orchestra Liaison

Job Overview:

The Festival Orchestra Liaison (FOL) is the main interface with the classical musicians and soloists attending the festival. The FOL ensures that each musician and soloist has living arrangements during the festival and helps with any special requests. The FOL is responsible for seeing that musician needs are addressed, and the rehearsals and concerts run smoothly. The FOL assists the ED with the program and other tasks related to the classical portion of the festival.

Job Duties/Responsibilities:

- **Coordinate with Music Director**
 - Engage with the Music Director (MD) both pre-festival and during the festival to ensure the MD's schedule is executed and MD requests are met.
- **Manage classical orchestra and soloists' activity.**
 - Determine housing needs. Work with board member/committee to find donated housing in Bear Valley and with rental organizations to secure enough housing for each musician.
 - Gather information and requests from musicians and assign them to appropriate housing. Prepare welcome packets for each musician.
 - Ensure music folders are ready for distribution and check in. Coordinate with librarian to gather and ship back music.
 - Meet musicians upon arrival and registration and guide them to their housing.
 - Act as point-person for any musician issues with housing and other problems.
 - Work with stage manager as needed to address musician needs during rehearsals and concerts.
 - Coordinate purchase and distribution of snacks for rehearsal breaks.
 - Work with local restaurants to determine hours they'll be open post-concert and communicate that to the musicians.
 - Secure housing for soloists.
 - Coordinate soloist travel and greet them upon arrival in Bear Valley. Ensure they are looked after while in Bear Valley. This includes confirming travel details in advance of their arrival and - if needed - arranging transportation to Bear Valley and back to the airport.
- **Festival Program Booklet**
 - Assist in creating the program, including program notes.
- **Orchestra/Donor Engagement**
 - For certain activities where donors engage with the orchestra, the CL will help with the execution of those activities including the guest conductor auction winner and seating in the orchestra for those who purchased that opportunity at auction.

- Make certain that a minimum of 10 orchestra musicians are in the concessions area mingling at intermission.
- Oversee any pre-concert activities including buskers or educational talks.

Hours and Compensation: \$25/hour

Anticipated workload:

July through mid-August = 40 hours/week (in person in Bear Valley)	6 weeks
mid-August through January= up to 2 hours/week (remote)	22 weeks
February-March = up to 5 hours/week (remote)	8 weeks
April through June = up to 20 hours/week (remote)	13 weeks