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| Job Title | Artistic Programs Associate | Department | Artistic Planning and Operations |
| Status | Non-Exempt, Fulltime | Reports to | Director of Artistic Planning |

General Description

The Artistic Programs Associate supports the production and development of artistic programs. Reporting to the Director of Artistic Planning (DAP), s/he assists with competitions, education, community/outreach programs, and other artistic projects, and provides onsite support for concerts and events during nights and weekends.

Responsibilities

Artistic Department

Supports and assists the Artistic Department:

- Works alongside department staff on tasks such as event coverage, artist hospitality, and artist research
- Manages department expense reports and finance form submissions and assists with budget tracking
- Assists with managing department project timelines
- Performs other duties and special projects as determined by the DAP

Competitions

Supports and assists with elements of producing competitions, including but not limited to:

- Facilities and parking, awards and certificates, music scores, show flows, and areas
- Invited guest management, including schedule coordination, travel logistics, and hospitality
- Event set-up, and rehearsal and concert/event coverage

Education Programs

Supports and assists with developing and preparing curriculum and presentations for education programs, and works closely with the artistic operations manager to implement them.

- Prepares, maintains, and updates programs, study guides, and presentations for in-person education programs
- Assists with planning video content for online education program, and creates accompanying program materials using both online and traditional tools
- Assists with promotions, teacher training/presentations, and coordinating special projects
- Liaises with and helps find local education artists as needed
- Coordinates onsite in-person education programs, in coordination with artistic operations manager

Community and Outreach Programs

Supports and assists with administering community and outreach programs.

- Liaises with partners to carry out community partnership agreements
- Supports production of community concerts and provides onsite coverage
- Assists with administration and events of Cliburn 180° program

Education, Experience, and Attributes

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| <ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience in the field of music required • General familiarity with classical music required; training and/or experience in music education or pedagogy strongly preferred • 1–2 years of relevant experience preferred • Proficiency in Microsoft Office Suite required • Driver's license valid in the state of Texas required • Ability to work evenings and weekends as required by concerts and events; occasionally requires long hours, including evening and weekends, in support of performance schedule and special events • Position requires moderate physical activity, including walking long distances and lifting or moving equipment and materials up to 30 pounds | <ul style="list-style-type: none"> • Excellent interpersonal and communications skills; patience and empathy to work with multiple personalities in stressful situations • Self-motivated and independent, but also works well as part of a team and collaboratively • Strong organizational skills and attention to detail with high degree of accuracy • Ability to prioritize conflicting demands and multiple projects, meeting deadlines in a fast-paced environment • Flexible; ability to problem solve and adapt to changes quickly and with grace • Strong work ethic; high level of personal and professional integrity; trustworthiness and ability to handle confidential materials and situations |
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*** Accountable ▪ Consistent ▪ Self-Regulated ▪ Punctual ▪ Collaborative ▪ Committed to the Cliburn's Mission ***