

Helena Symphony

ALLAN R. SCOTT | MUSIC DIRECTOR

JOB ANNOUNCEMENT

HOSPITALITY COORDINATOR

JOB SUMMARY

Working on behalf of the Helena Symphony and as a member of the Artistic Administration, the Hospitality Coordinator assist with housing, transportation, and meals for musicians of the Helena Symphony Orchestra, and guest artists.

SPECIFIC DUTIES

- ❖ Coordinates housing needs for musicians of the Helena Symphony Orchestra
- ❖ Cultivates volunteers to host musicians and assist in airport transportation of guest artists
- ❖ Requests complimentary tickets for hosts, as needed
- ❖ Orders and delivers meals for specific rehearsals
- ❖ Serves as support staff for *Symphony Under the Stars* by arranging and delivering meals for staff and crew and water for volunteers; by working with Carroll College staff and musicians for room assignments; and by preparing dressing rooms for the conductor and guest artists.
- ❖ Prepares dressing rooms for conductor and guest artists, including supplying bottled water, and other specific needs indicated by the Director of Artistic Planning
- ❖ Periodically serves as an “on-call” staff member for HSO rehearsals
- ❖ Other duties as assigned

REQUIREMENTS

- ❖ Excellent oral, written, and organizational skills
- ❖ Experience with Microsoft Office and exceptional computer skills
- ❖ Ability to work independently and as a member of a team
- ❖ Have reliable transportation, cellphone, and computer (ideally)
- ❖ Highest integrity and ethical standards
- ❖ Ability to lift up to 30 pounds, repeatedly
- ❖ Capacity to learn and adapt to change
- ❖ Internet access
- ❖ Some music background preferred (not required)

COMPENSATION & HOURS

The position requires about 20 hours per month, which are very flexible, but it requires work during performances and rehearsal time, so some nights and weekends are required. The Hospitality Coordinator is a non-staff position (independent contractor).

Salary: \$15 per hour. No health benefits are offered at this time.

HOW TO APPLY:

Please submit a detailed résumé, a letter of interest, and a minimum of three references to Katie Mason, Director of Artistic Planning, at artisticplanning@helenasympphony.org. Applications will be considered until the position is filled; however, applications received before to Saturday, 30 May 2018 will be given priority.