



BarnArts Center for the Arts
P.O. Box 41 • Barnard, VT 05031-0041 • 802-234-1645
www.barnarts.org • info@barnarts.org

Job Description: Music Program Manager

Location: A combination of flexible/remote and on site work in Barnard, VT and surrounding area.

Job Dates: Year-round starting April 1, 2023

Hours: 10-15 hr a week, with some ebb and flow weekly and seasonally. Must be available in person Thursdays from 4-9pm late May thru September to coordinate Feast & Field Music Series.

BarnArts part-time **Music Program Manager** actively coordinates primary aspects of BarnArts music programming: Feast & Field Music Series, biannual Global Music Residency, and Artist Workshops for schools and community in conjunction with BarnArts performances. Most programming is complete for 2023, but responsibilities will include regularly researching and scheduling artists. The **Music Program Manager** reports to the Executive Director and coordinates with other staff and event teams to support programming and events across the organization.

Detail:

- Represent Feast & Field Music Series on site in Barnard: greeting bands and promoting BarnArts through announcements and managing a BarnArts table/booth (late May-Sept). Coordinate sound equipment and musician housing, as needed. Collaborate with Feast & Field hosts and local partners such as the Arts Bus, Royalton Radio, etc.
- Assist in coordinating special music events, including Barnard Street Dance and Masquerade Jazz & Funk Winter Carnival.
- Support and expand current 2023 music schedule and lead booking efforts starting in 2024. Includes taking inquiries year-round as well as networking with agents, managers, artists and other presenters.
- Coordinate Spring & Fall Global Music Residencies, bringing international artists to the area for 5-10 days of programming, including community and school workshops and public performances.
 - 2023's Spring residency is already scheduled for May 7-14 with indigenous Canadian fiddler Morgan Toney.
- Coordinate school & community workshops year-round through use of F&F artists and others artists specific to school programming. Establish and support relationships with local schools and various community organizations to spread the reach of workshops, collaborating with local partners such as the Pentangle and Chandler.
- Support fundraising for all music programs by seeking sponsorships and grants.
- Support publicity for music events by collecting and organizing bios and media for performers.
- Support the design, creation and distribution of promotional materials, including posters, and postcards.

Required Personal Qualifications:

- Self-motivated and independent with effective organization and communications skills
- Attention to detail and ability to support multiple projects on deadline
- Friendly, outgoing professional demeanor combined with ability to maintain confidentiality
- Interest in and/or experience with staging music programs
- Interest in and/or experience with education and kids
- Commitment to Diversity, Equity and Inclusion in programming
- Writing, editing, clerical and computer skills, including Microsoft Office and Google Docs
- Willingness to develop skills, including grant writing and publicity
- A commitment to community and arts

Compensation: \$13k/year salary.

Benefits: Some flexible work hours. Paid vacation & holidays.

How to Apply: Send a cover letter and resume to BarnArts Executive Director Linda Treash at info@barnarts.org. Interviews begin March 2 and will be wrapped up by March 10.

BarnArts is an equal opportunity employer. We celebrate diversity and work actively to create an inclusive environment for all employees and participants in our programs. We do not discriminate based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, or age.