

bcmfestival

Bridgehampton Chamber Music
Marya Martin, Artistic Director

Bridgehampton Chamber Music Festival

Position: 2026 Festival Box Office & Social Media Manager

FULL-TIME SEASONAL

Description:

Now entering our 43rd Season, Bridgehampton Chamber Music (BCM) brings the very best of chamber music to Long Island's East End. BCM is seeking an experienced Box Office & Social Media Manager for our 2026 summer festival. This is a full-time, seasonal position spanning July 13 - August 17, 2026 taking place in Bridgehampton, NY. The ideal candidate will have prior experience in a forward-facing role (preferably in the arts) as well as experience creating professional social media strategies and content. This is an expansive role and the ideal candidate will be comfortable in a festival environment and willing to pitch-in on production-related projects as needed. Familiarity with classical music is required.

Dates of Employment & Time Commitment:

- Festival Dates: Monday, July 13 - Monday, August 17, 2025
- Please note that this is a time-heavy commitment. Span of day is often 8:30am-late night. Any conflicts need to be reported at the time of application.

Responsibilities:

Box Office:

- Sell tickets in-person & over the phone using Audience View Professional
- Provide patrons with information regarding upcoming programs, pricing, seating options, venues, dates, and any other general inquiries
- Maintain customer databases, other administrative tasks as needed
- Use ticketing software to process sales, exchanges, refunds, and donations; work with Office & Production Manager to set up and run Box Office on concert days
- Distribute brochures throughout Bridgehampton and neighboring towns
- Other duties as assigned

Social Media:

- Create a social media content schedule for Instagram and Facebook spanning the duration of the festival, to be submitted and approved by the Executive & Artistic Directors
- Produce, schedule, and publish content on Instagram and Facebook
- Gather images, video, and information needed for content production
- Write captions, upload and curate photos and videos from the festival

Production:

- Assist in production-related efforts, including moving equipment, setting up and breaking down for concerts.
- Assist with production work for off-site events, including setting up/breaking down chairs, setting up/breaking down stages.
- Assisting with additional events and production efforts as needed

Requirements:

- Minimum of 3 years experience in a forward-facing role; prior festival experience is a plus
- Must be self-directed and take initiative to complete the tasks assigned at all points throughout the festival, anticipating problems and offering solutions.
- Highly organized, detail-oriented, and comfortable managing multiple projects and priorities
- Positive and professional demeanor; ability to work collaboratively with BCMF staff
- Driver's license required, car a plus.
- Ability to lift up to 50lbs

Additional Information:

- DRESS CODE: Daytime Dress Code: Casual and comfortable, jeans are allowed, closed-toed shoes at all times. Concert Dress Code: Business casual dress. No jeans or sneakers.
- Housing is provided in a shared house in Sag Harbor with other Festival Staff.
- Box Office Assistant / Social Media Manager is responsible for their own transportation to and from work.

Compensation:

- \$1,100/week
- Housing with staff in Sag Harbor (July 13-Aug 17, private room in a shared house)
- Per diem of \$35 for miscellaneous personal expenses.

To apply, please email a current resume and cover letter to:

Corinne Bennett
Office & Production Manager
corinne@bcmf.org