

Bridgehampton Chamber Music Production and Office Manager - DRAFT JOB DESCRIPTION

Organization: Bridgehampton Chamber Music

Locations: New York, NY and Bridgehampton, NY (summer festival)

Reports to: Executive Director

Position Overview:

The Production and Office Manager at BCM Chamber Music will play a pivotal role in overseeing all production-related activities for our spring and fall concert series and summer festival, as well as providing essential office and administrative support. This is a hands-on, multifaceted role that combines production coordination with office management, working closely with the Executive Director, Artistic Director, musicians, and various vendors.

Key Responsibilities:

Production Duties:

- Oversee and manage all production details for BCM's off-season concerts and summer festival, ensuring smooth execution of all performances.
- Organize production needs for rehearsals and concerts, including technical and logistical requirements.
- Serve as the onsite Production/Stage Manager at rehearsals and for all Fall and Spring Series concerts, ensuring all technical and performance needs are met.
- Supervise and provide guidance to the Production Assistant during the summer festival.
- Coordinate rehearsal schedules and assist in creating detailed rehearsal timetables under the direction of the Artistic Director.
- Communicate rehearsal and performance details to musicians in a timely manner.
- Procure and distribute necessary music materials to all musicians for concerts and rehearsals.
- Act as the primary point of contact for all vendors providing services for BCM events (e.g., lighting, sound, venue, etc.).
- Provide production support for off-site events, including fundraising, development, and artist-related events.
- Perform other production-related duties as assigned.

Office Duties:

- Provide administrative support to the Executive Director across a variety of tasks.
 - Review and enter bills and expenses into QuickBooks for budgeting and accounting purposes.
 - Manage ticket sales for BCM concerts, including processing orders and ensuring accuracy of information.
 - Process donations and issue thank-you letters to donors, ensuring proper acknowledgment and appreciation.
 - Prepare and proofread artist contracts and other related documents for clarity and accuracy.
 - Proof BCM marketing and program materials, ensuring high-quality content and proper formatting.
 - Answer box office phone calls and assist patrons with ticketing inquiries.
 - Assist in the creation and maintenance of mailing lists for marketing and development purposes.
 - Maintain and update the BCM music library, ensuring materials are organized and readily accessible.
 - Help maintain and update the organization's website, ensuring accurate information about upcoming events, performances, and programs.
 - Perform other office-related duties as assigned.
-

Qualifications:

- Proven experience in event production, preferably in a music or arts setting.
- Strong organizational skills with the ability to manage multiple tasks and prioritize effectively.
- Ability to communicate clearly and professionally with musicians, vendors, and team members.
- Experience with QuickBooks or other accounting software is highly preferred.
- Excellent written and verbal communication skills.
- Ability to work independently as well as part of a team.
- Strong attention to detail and a commitment to high standards of quality.
- Flexible, resourceful, and proactive, with a positive attitude in a fast-paced environment.
- Knowledge of classical music and chamber music a plus.

How to Apply:

Please send a resume and cover letter detailing your relevant experience and interest in the position to michaellawrence@bcmf.org by [Application Deadline??].

About Bridgehampton Chamber Music:

In its 42nd season, Bridgehampton Chamber Music is a leading chamber music arts organization dedicated to bringing world-class chamber music performances to the East End of Long Island. With a commitment to excellence and accessibility, we offer a diverse range of programming fostering a deeper understanding and appreciation of chamber music in all its forms.