

## Bridgehampton Chamber Music Festival

### Position: Box Office/Music Library Associate

FULL-TIME TEMPORARY

Primary Contact: Executive Director

#### DATES

July 18 – August 21, 2022 in Bridgehampton, NY

The Box Office/Music Library Manager for the Bridgehampton Chamber Music Festival will work with the Executive Director, Production Manager and other staff to present 12 concerts over five weeks at four venues in and around Bridgehampton, New York. This is a wonderful opportunity to be immersed in all facets of a fast-paced classical music organization.

**Duties and Responsibilities:** Manage all box office operations, including phone, internet, and mail orders; send out tickets and manage house charts; door sales and intermission CD and ticket sales. Manage music library, including copying and scanning music for summer season. Assist production staff at all concerts, especially at off-site events. Assist with general administrative work including marketing, mailings, photocopying, filing, data entry, and general office duties. Other duties as assigned.

**Required skills:** Pitch-in attitude; must have intimate knowledge of classical music; attention to detail; exceptional multi-tasking; good phone manner and customer service experience; knowledge of Google Drive (Pages/Sheets); administrative experience; familiarity with social media, and Adobe Photoshop a plus. Driver's license required, car a plus.

#### Compensation:

\$900 per week plus housing with staff in Sag Harbor and a weekly food allowance.

**About the Festival:** Led by founding Artistic Director Marya Martin, Bridgehampton Chamber Music presents its 37<sup>th</sup> summer festival in 2020, the longest running classical music festival on Long Island. Gathering together some of the world's finest chamber musicians, the festival produces concerts in a number of different venues, from its historical home in the acoustically and architecturally stunning Bridgehampton Presbyterian Church, to the enchanting Channing Sculpture Garden, to the Parrish Art Museum in Water Mill. BCMF has a rich commissioning history as well, having added eighteen new works to the canon.

Please send resumes via email to [michaellawrence@bcmf.org](mailto:michaellawrence@bcmf.org).

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