

FULL-TIME TEMPORARY

Bridgehampton Chamber Music Festival

Box Office/Music Library Manager

Bridgehampton, NY

DATES

July 14 – August 18, 2023 in Bridgehampton

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; pull tickets and manage house charts; and door sales. Manage music library. 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:

\$1,100/week

Housing with staff in Sag Harbor, plus a per diem. (July 14-Aug 17)

About the Festival: Led by founding Artistic Director Marya Martin, Bridgehampton Chamber Music (BCM) presents its 42nd summer festival in 2025. BCM brings together some of the world's finest chamber musicians for a series of unique programs presented 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. BCM has a rich commissioning history as well, having added eighteen new works to the canon.

Please send resumes via email to michaellawrence@bcmf.org.