

MusicMenlo

Chamber Music Festival & Institute

Artist Liaison

Music@Menlo is currently seeking a mature, reliable Artist Liaison for its 2024 festival season. The Artist Liaison will work closely with festival staff to coordinate logistics for performing artists and lecturers including travel, housing, local transportation, and scheduling. The Artist Liaison's main role will be to serve as the primary point of contact for artists any time of day or night and ensure their overall comfort. Starting and ending dates for onsite activities are July 8 through August 12. The Artist Liaison reports to the Director of Artistic Administration.

Responsibilities (including but not limited to the following):

1) Travel & Housing

- Assist artists with travel arrangements, rental car reservations, and travel changes as applicable (either through festival travel agent, or with festival staff)
- Compile and track all travel and housing related information and input into master schedule with complete accuracy
- Communicate all necessary travel and housing details (including home host information, driving directions, maps, schedules, airport pick-up procedures, etc.) to artists
- Visit and become familiar with artist host homes prior to artist arrivals and assist with distribution of home host packets
- Serve as a primary point of contact with rental car company to manage, track, and adjust artists' rental reservations

2) Logistics and Transportation

- Act as festival concierge to artists and be on call to handle emergencies and necessary requests at any time of day or night
- Work with Development team to coordinate artist arrivals at host homes
- Greet festival artists at airport or rental car agency, assist with luggage and rental car, and accompany to host homes
- Be ready and able to answer artists' questions about area resources (restaurants, local services, etc.)
- Assist artists with departures from their host homes and airports as requested (early morning and late evening trips to the airport may be required)
- Drive artists to/from rehearsals and events as needed

3) Events

- Provide artists with information and driving directions to all social events; coordinate artists' transportation logistics to and from post-concert parties and dinners
- Assist Development team with compiling artist RSVPs to all social events
- Keep track of which artists are on campus at any given time and assist with coordinating lunches and other needs
- Attend rehearsals, performances, and social events as needed
- Manage artist greenroom hospitality

4) Administrative

- Create, distribute and update individual artists' schedules
- Create welcome packets for artists and distribute artist welcome gifts
- Update travel/housing/fee spreadsheets to maintain accurate records
- Manage artist's complimentary ticket requests
- Acquire, copy, distribute and collect music as needed
- Collect and properly submit travel reimbursement forms and receipts
- Work with PR team and Artistic Administrator to facilitate artist interviews as needed

Other duties may be assigned to ensure the overall comfort of festival artists.

Qualifications

Required

- Must be able to manage a large workload over a short period of time; Music@Menlo will determine the nature of the Artist Liaison's work, but the Artist Liaison will determine the means in which the work is accomplished
- Strong writing, analytical, organizational and interpersonal skills
- Impeccable attention to detail
- Positive energy and willingness to pitch in and be a team player wherever needed; flexibility with working with different personalities and work styles
- Willingness, availability, energy and stamina to work long days and evenings
- Ability to multi-task efficiently and have a high regard for professionalism and discretion in presentation and communication
- Ability to remain calm and pleasant in a fast-paced environment, as well as make good decisions quickly
- Candidate must be available to work full time, including days, evenings and weekends to cover rehearsals, performances and events
- Must have a valid driver's license, clean driving record, and carry the proper auto insurance coverage
- Must be over the age of 21 by July 1, 2024 for insurance purposes
- Employment contingent upon completion of successful background check as required by California State law and completion of successful driving record clearance

Desired

- Prior experience working in artist services or for a performing arts organization or large scale event or festival
- Knowledge of classical music and ability to read music is preferred, but not required
- Knowledge of the Atherton/Menlo Park/Palo Alto area, including all area airports is helpful

Dates/Work Hours

Contract dates are July 8 through August 11, 2024. Once artists begin to arrive, days and nights will be long and physically demanding for the three-week festival duration and will include evenings and weekends.

Compensation

Contractual compensation is \$5,500. No employee benefits will be offered or available. Travel, housing, and rental car provided for candidates outside the regional area.

To Apply

Send a cover letter, résumé, and list of three professional references in one PDF to:

Daphne Wong
Director of Artistic Administration
daphne@musicatmenlo.org

About Music@Menlo

Music@Menlo, an internationally acclaimed chamber music festival and institute under the artistic direction of cellist David Finckel and pianist Wu Han, was founded in 2003. Based in Atherton, California, and an important part of the San Francisco Bay Area's dynamic cultural fabric, Music@Menlo is noted for its world-class chamber music performances, extensive audience engagement programs, intensive training for preprofessional musicians through its Chamber Music Institute, and efforts to enrich and expand the global chamber music community.