



PRIZM builds a diverse community through chamber music education, youth development, and performance. In order to achieve our mission, we bring together students and the community - composed of varied backgrounds, cultures, and religions from all over the Memphis metropolitan area.

Job Summary: This position will coordinate logistics for all concerts for the PRIZM Music Camp and International Chamber Music Festival. This position will serve as liaison between staff, concert venues, stage hands/interns, and a variety of service facilities and vendors to ensure all staging and equipment needs are met. Additionally, this position is responsible for the recording of each concert.

Job Title: Concert Coordinator (Summer Camp/Festival)

Reports to: Director of Operations and Educational Programming

Purpose: Under the general supervision of the PRIZM Ensemble, Director of Operations and Educational Programming as well as the Executive Director, this position provides a variety of support services, assists with program development and delivery, and manages all concert operations.

Length of Contract: June 2024

Camp Dates: June 3-19, 2024

Total number of hours: 18

Evening hours and one Saturday afternoon

Salary: \$350.00

Position Responsibilities

- Responsible for creating, implementing, and managing the stage for each concert (e.g. setting up the stage with music stands, chairs, etc.)
- Manage ticket sales and sell tickets at-the-door
- Manage all concert volunteers
- Will meet once with Director before camp
- Create a memorable concert experience before and during the concert
- Assume other responsibilities as needed by the Director of Operations and Programming and Executive Director.

Skills Required

- Must have the ability to exercise considerable judgment and discretion in establishing and maintaining good working relationships with management and employees.
- Ability to manage and prioritize a fast-paced workload
- Meticulous and close attention to detail
- A proactive attitude with working as part of a team
- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Strong management and organizational skills
- Ability to work independently, meet deadlines, have the ability to multi-task, possess innovative and creative problem-solving abilities, be resourceful and function as an effective team member
- **Must possess proven leadership ability**

Qualifications

- Bachelor's degree in music, education, or a related field.
- Two or more years of experience in working with schools and/or families and children
- Basic computer skills in word processing, spreadsheet, and presentation software as well as a knowledge of the Google and Microsoft Office suite of services
- Knowledge of classical concert logistics