Job Description
Artistic Administrator, ArtistLed/The Offices of David Finckel and Wu Han

We seek an Artistic Administrator who will serve as both a remote and on-site (as needed) project manager for a variety of artistic ventures jointly and individually led by cellist David Finckel and pianist Wu Han. The Artistic Administrator’s activities will include the following:

- Assist David Finckel and Wu Han in the planning and execution of various classical music festivals and series for which they serve as Artistic Directors (primarily Music@Menlo Chamber Music Festival and Institute), as well as series for which they serve as Artistic Advisors
- Assist with other independent projects as they arise and as needed
- Manage two record labels and related annual releases and distribution (ArtistLed and Music@Menlo LIVE)

A more detailed overview:
Primary day-to-day responsibilities include: keeping the festival concert calendars, managing repertoire holds, most fee and contract negotiations, and maintaining the ArtistLed and David Finckel and Wu Han websites. Serve as key contact to artists, artist managers, consulting partners, and freelance consultants (graphic designer, professional editor, publicist, etc.). In collaboration with David Finckel, Wu Han, and Music@Menlo, plan and budget for related projects. Negotiate and oversee commission contracts. Create and maintain artistic programming planning documents to ensure festival programs are balanced and well-spaced. Primary interface for all festival marketing, public affairs, operations, and development, manages publication and music release projects, and responsible for proofing and making sure artistic information is correct in institutional printed and online materials. ArtistLed inventory maintenance. This is a hybrid work environment based in New York City. Travel to California for on-site work is required for summer festival period, and as needed throughout the season.

General qualifications:
This multi-faceted role demands an extremely fine attention to detail, strategic and creative thinking, effective and efficient interpersonal communication with multiple remote staff teams and freelance consultants, highly developed written communication skills, enthusiasm about learning new skills, and the ability to multi-task and prioritize in a high-energy, fast-paced professional environment while maintaining a flexible, positive, team-oriented attitude infused with discretion and sensitivity.

Personal qualifications:
- Ability and desire to work in a fast-paced environment
- Ability to work independently and be self-directed
- Able to meet or exceed deadlines
Ability to react quickly to solve problems
Multi-tasking skills a must
Detail oriented
Excellent interpersonal skills
Project planning experience
Highly organized with strong sense of follow through; aptitude and willingness to learn new skills
Ability to self-motivate
Exceptional team playing, interpersonal skills
Even, steady temperament
Mature demeanor, well-spoken
Socially presentable while at work

Assets:
Driver’s license
Experience with and fluency in classical music terminology
Music performance background including music notation literacy
Some experience in event/concert production desirable
Proofreading skills
Writing skills

Computer skills:
Fluency in MS Office (Word, Excel), Dropbox, and Google Suite (Docs, Sheets) is required
Proficiency editing files in Adobe Acrobat, Email newsletter delivery tools (i.e. MailChimp or Campaign Monitor) is desirable
Knowledge of Squarespace and WordPress websites is desirable
Familiarity with basic audio and video editing software is helpful
Familiarity with general project management tools, as well as resourcefulness in troubleshooting basic technology issues, are also helpful

Salary range: $55,000 – $65,000. Position to begin immediately upon hire.

To apply, please send cover letter, resume, and references as PDFs to:
Libby Seidner, libby@artistled.com