



## Chamber Music Festival of Saugatuck (CMFS)

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www.saugatuckmusic.org

### Production Coordinator Job Announcement

- Title:** Production Coordinator for the Chamber Music Festival of Saugatuck
- Availability Date:** June 2019 (Training and meetings starting spring of 2019)
- Area:** Saugatuck, MI
- Organization:** CMFS is a six-week summer festival presenting classical chamber music concerts in downtown Saugatuck.
- Position:** The CMFS Production Coordinator
- Manages the twelve performances of the concert series.
  - Supervises the interns of the Joan Conway Young Artists Program.
  - Purchases supplies for concert receptions.
- (Full job description available upon request.)*
- Requirements:** Must be at all twelve performances: Thursday and Friday evenings (July 11 through August 16) from 6pm-10:30pm, plus additional hours for pre-season organizational work. Ideal candidate will have a background in event production, an interest in classical music, strong skills in interpersonal relationships, and the ability to solve problems quickly and efficiently.
- Compensation:** \$18/hour. Approximately 55-75 hours during the summer season.
- Benefits:** None, part-time position.
- Application Procedure:** Please send application, resume & references to: Jennifer Walvoord & Andrew Le, 564 Jasmine Dr., Holland, MI 49423 (by mail) OR saugatuckmusic@gmail.com (by email).
- Application Deadline:** April 1, 2019.

Chamber Music Festival of Saugatuck is an Equal Opportunity Employer and provides programs and services without regard to race, religion, sex, age, disability, origin or religion.