

Job Description

Position Title: Artist Coordinator – Full-time

The Mission of MIM: The Musical Instrument Museum (MIM) enriches our world by collecting, preserving, and making accessible an astonishing variety of musical instruments and performance videos from every country in the world. MIM offers guests a welcoming and fun experience, incomparable interactive technology, dynamic programming, and exceptional musical performances. MIM fosters appreciation of the world's diverse cultures by showing how we innovate, adapt, and learn from each other to create music—the language of the soul.

Position Summary: Artist Coordinators serve as the liaisons and coordinators for visiting artists and provide administrative support for the Music Theater department). **This position requires evening and weekend work on a regular basis.**

Specific Tasks: Responsibilities will be split/assigned among the Artist Coordination team:

- Represent MIM as the primary point of contact for assigned artists/tour managers, directing inquiries to members of the production team as necessary.
- Plan, book, track costs, and coordinate travel and transportation for artists per contract terms including hotels, transportation, airport transfers, and air travel.
- Create and implement itineraries for assigned guest artists, including both internal events (load-ins, rehearsals, sound-checks, workshops, meet-and-greet events, CD signings, etc.) and external events (radio interviews, special events, etc.).
- Ensure schedule viability based on competing demands and facilitate solutions
- Work with appropriate MIM team members to facilitate guest artist participation in events ancillary to the main Theater performance.
- Provide artist transportation as needed, using the MIM Van.
- Serve as primary contact for distribution of contract information (riders, contact info, etc.) to appropriate teams. Communicate changes and last-minute information.
- Track and manage contract rider fulfillment, including hospitality, transportation, comp tickets and museum access, program/repertoire information, and special requests. Obtain special-request items or perform similar errands as needed.
- Greet and assist assigned guest artists during their tenure with MIM, serving as primary point of contact for requests, concerns, and schedule adherence. Facilitate fulfillment of any additional contract/rider terms. Ensure the highest-quality artist experience.
- Track and facilitate appropriate inventory of hospitality amenities, including water, badges, towels and towel cleaning, toiletries, and miscellaneous supplies.
- Provide administrative support to the department, including scheduling, correspondence, filing, fielding calls and email inquiries, and artist contract paperwork.

- Accurately and efficiently manage Theater data in Excel documents and the more specialized Artifax/Patron Manager software system.
- Represent the Theater in regular and ad-hoc meetings, as assigned.
- Other duties as required.

Important Note: This position will also train and serve as back-up for the House Manager. The House Manager oversees the theater’s front-of-house responsibilities during performances and interacts with team members at MIM and the artist themselves. Key responsibilities include:

- Holding pre-show meetings with volunteer team members to provide information pertaining to the event, procedures, and special instructions
- Coordinating pre-show, intermission, and post-show logistics with Theater department
- Addressing guest complaints and concerns during concerts; escalate any issues to appropriate department

Qualifications:

- Experience working in a concert or performing arts venue preferred.
- Direct experience working with artists and general, non-technical theater “behind-the-scenes” operations preferred.
- Ability to cheerfully exercise patience and sound judgment in a variety of situations, especially while interacting with the public.
- Highly organized and extremely detail-oriented, with the ability to multi-task and track information from numerous sources.
- Excellent interpersonal skills, with the ability to communicate in writing, over the phone, and in-person in a way that is brand-appropriate for MIM. Must be able to interact effectively, professionally, and cheerfully with visiting artists, artist management, vendors, and inter-departmental contacts
- Ability to “think on your feet” and be flexible in a fast-paced environment
- Self-starter with the ability to work both independently and collaboratively
- Ability to follow instructions and meet tight deadlines
- Valid driver’s license and willingness to drive a large van as needed
- Knowledge of or interest in a variety of musical genres preferred
- Comfort level and skill with learning new technology/software

To apply please follow the link below:

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