

# Boston Early Music Festival

International Baroque *Opera* • Celebrated *Concerts* • World-famous *Exhibition*

Kathleen Fay, *Executive Director*

## **Boston Early Music Festival; Assistant Volunteer Coordinators**

The Boston Early Music Festival is seeking two highly motivated candidates for the June 2017 Festival in the area of **Assistant Volunteer Coordinators**.

Under the direction of the Volunteer Coordinator, the **Assistant Volunteer Coordinators**' duties will include solicitation and recruitment of all Festival volunteers; designing and providing appropriate training for all Festival volunteers; scheduling appropriate volunteer staffing for all 2017 Festival events; management and oversight of all Festival volunteers in their duties; working as part of our three-person Volunteer Coordinator team.

Candidates for this position should be comfortable working in a fast-paced environment, have experience managing people, highly-developed interpersonal skills, an advanced ability to problem solve, strong organizational expertise, strong computer proficiency, the ability to work independently, and a dedication to the performing arts.

Previous experience in theatre arts management, performing arts management, concert management, or non-profit administration is encouraged, but not required. Familiarity and interest in opera and the performing arts is strongly encouraged.

Compensation: Commensurate with experience; candidate is also granted complimentary admission to all Festival events for which time and workload permit.

Dates of residency: April 1 to June 18, 2017 (part-time responsibilities until June, 2017)

To apply for this position, please submit your resume and a letter of interest to Carla Chrisfield at [carla@bemf.org](mailto:carla@bemf.org), or fax to 617-661-1816. For more information please call 617-661-1812.

**Applications are due no later than Monday, April 17, 2017.**

*Candidates are expected to provide their own housing in Boston, Massachusetts for the duration of the contracted period.*