

Manager

Description

VIVO Music Festival is a non-profit annual chamber music festival based Columbus, Ohio founded in 2015 and our vision is to serve as a catalyst for local artistic engagement by bringing innovative, community-oriented music performances directly to central Ohio's diverse neighborhoods. Each year, we bring together a group of 10-20 talented young professional musicians - many of whom are originally from central Ohio and are trained in community-oriented teaching artistry - to present concerts, educational performances and outreach events throughout central Ohio. All of our events are free to the public, community focused, and designed to create new ways of bringing audiences together through inspiring musical performance.

We are growing as an organization and we are searching for passionate candidates to join our team.

The manager for VIVO Music Festival is an integral part of the core team ensuring operational functions, communication, and coordination between the guest musicians and stakeholders. The manager will work cross functionally with Production, Finance, and Co-Founding teams to plan, manage, and execute 2021's festival. The manager will also be working very closely with musicians from contracting, arranging travel details, and ensuring their hospitality needs are met. We are looking for someone who can operate with a holistic view of organizational requirements, roll up their sleeves to problem solve, and be able to connect the dots cross functionally.

This role is a 1099 freelance position starting in April. This is a great opportunity for anyone who has worked in theater or concert environments looking to gain management experience and grow with the organization.

Key Responsibilities

Festival Specific Responsibilities

- Develop and send out Artists Schedules
- Serve as primary contact for Artists before, during and immediately after festival week
- Communicate all relevant festival updates to Artists in a timely manner
- Arrange and manage Artist hospitality needs, including Airbnb housing and welcome guide, offering suggestions for restaurants, bars and services for Artists
- Coordinate and manage transportation needs of Artists
- Coordinate Artist arrival and departure from Columbus

VIVO *music* FESTIVAL

- Lunch Bachs coordinator, coordinating Artists/venues + on-site surveying and light event management
- Transportation, setup/strike down of music stands, instruments and additional equipment
- Prepare and clean up Artist green room at applicable venues
- Work with Production Producer and Coordinator on all pre/post event setup + strikes
- Track expenses and provide receipts for reimbursement for Artists in a timely manner (within 3 weeks of expense occurrence)

Financial / Accounting Responsibilities

- Send out, track, and collect all Artist, vendor, venue contracts and required tax forms
- Work with Accountant to provide payment requests and ensuring all payments and reimbursements are made
- Coordinate and manage musicians for timely reimbursement reports
- Reporting / tracking of payment statuses on a monthly basis

Requirements

- Weekly virtual meetings with core VIVO team members
- Car, Valid License, Drivers Insurance
- Car + gas (parking to be reimbursed)
- Laptop + email access
- Smartphone
- Week-of festival availability (full)
- Evening & weekend work
- Last minute flexibility with production changes
- Eagerness to apply related experience in a start-up environment
- Comfortability with to own process and execution without close oversight
- Working with musicians and executive staff alike with professionalism
- Ability to work with Microsoft Excel, Word, and Google Docs
- Understanding of front of house + back of house operations in a theater or classical concert environment
- Pre-festival week working 20 hours
- Festival week working 40 hours
- Post-festival week working 20 hours

VIVO *music* FESTIVAL

Ideal Characteristics

- Positive attitude in all interactions with artists and the public
- Flexibility and quick, improvisational decision making skills
- Champion for artists
- Quick resolution of issues
- Experience with classical music background preferred, but not required

Compensation - \$2,500.00

Milestone Outlines:

April - July: Planning, contracting, hospitality bookings and reservations, and assembling hospitality packets

August - September: Coordinate, execute, and manage musician activities during festival, financial tracking and reporting

September-October: Post-festival reporting (financial, retrospective), ensure on-time payments, send out and collect musician surveys

To apply, please send your resume and cover letter to: info@vivofestival.org, subject line: "VIVO – Manager application"