

# 2024 ASSISTANT TO THE EXECUTIVE DIRECTOR



## REPORTS TO:

Chris Williams, Executive Director

The Assistant to the Executive Director will have the opportunity to gain experience in many areas of arts management. Specific duties include, but are not limited to, assisting with the planning and execution of special events from small concerts to private parties, board correspondence, and general clerical and administrative duties. The position supports the Executive Director and may be assigned duties by other key Festival staff (such as assistance in concert production). The Executive Assistant will work on the campus at Guilford College and at the downtown office.

Applicants should have a professional demeanor and be comfortable working in a fast-paced environment. The successful candidate will:

- demonstrate excellent communication skills, both written and verbal
- Maintain strong attention to detail
- Have a strong proficiency in Microsoft Office, data management systems, and the use of social media

All summer staff members are encouraged to attend a wide variety of concerts, educational programs, fundraising events, etc., to gain a thorough understanding of all aspects of the artistic and administrative activities of the Festival. Summer staff may occasionally be assigned to projects outside of their position descriptions, as needed.

**WAGES:** \$12 per hour up to 40 hours per week, plus room and board (if needed) and a Cafeteria Meal Card OR \$300 food stipend. (Please indicate choice.)

**ARRIVAL DATE:** Monday, June 17, 2024

**DEPARTURE DATE:** Monday, July 29, 2024

## APPLICATION PROCESS

Please email your resumé, cover letter and a completed EMF Summer Staff Application Form to [info@easternmusicfestival.org](mailto:info@easternmusicfestival.org) with the subject line "EMF Summer Work." Download the EMF Summer Staff Application Form from [easternmusicfestival.org/employment/](http://easternmusicfestival.org/employment/). Deadline for receipt of applications is **February 28, 2024**.

## QUESTIONS?

[info@easternmusicfestival.org](mailto:info@easternmusicfestival.org)  
(336) 333-7450 ext. 222

## About Eastern Music Festival:

For over six decades, Eastern Music Festival (EMF), a nationally recognized classical music festival and summer educational program, is produced each summer on the campus of Guilford College in Greensboro, North Carolina. EMF is distinguished by its accomplished faculty, exhilarating repertoire and performances, and renowned visiting artists under the artistic direction of Gerard Schwarz. A powerful teaching institution, EMF provides encouragement and guidance to hundreds of young musicians from across the country and around the globe as they take their first steps towards careers in the performing arts. EMF's five-week 63rd season is June 22 – July 27, 2024. For more information, visit [easternmusicfestival.org](http://easternmusicfestival.org). Follow EMF on [Facebook](#), [Instagram](#), and [YouTube](#).