



GOTHAM EARLY MUSIC SCENE

340 RIVERSIDE DRIVE, SUITE 1A, NEW YORK, NY 10025

DIRECTOR OF CONCERT SERVICES

Gotham Early Music Scene (GEMS) seeks a Director of Concert Services to join our team.

Description

The Director of Concert Services oversees front-of-house functions for approximately 4–5 concerts (usually evenings or Sunday afternoons) each month. These include performances presented by GEMS as well as services provided to a variety of early music ensembles with their own New York series.

We seek a self-motivated, creative, and detail-oriented person to join our team. This is an excellent *part-time* opportunity for an individual with an interest in gaining or extending hands-on experience with arts management, promoting early music, supporting local performers and managing a cadre of experienced volunteers.

This position is likely not compatible with a freelance musician's schedule, given the need for availability evenings and weekends throughout the concert season in support of GEMS' front-of-house services.

Responsibilities

- Communicating with ensembles and concert venues to establish and confirm logistics, including load-in and load-out, sound checks and performances, facilities (green room, Will Call/Ticket Sales table, etc.), and related functions.
- Maintaining, stocking, and carrying our “portable box office” medium-sized suitcase to each concert. It includes our credit card system, signage, and supplies.
- Using our AudienceView online ticketing system to prepare Will Call tickets for pickup at the concert, and preparing patron manifests as backup for lost tickets, etc. Occasionally liaising with house papering services as requested by the ensemble.
- Communicating with, managing, and expanding the number of volunteers.
- Maintaining and improving the procedures, equipment, and software tools for delivering front-of-house (FOH) services.
- Assembling service metrics that support GEMS' development goals.

Qualifications

- Quick study, highly organized, and sufficiently flexible to meet unexpected situations when liaising with artists and the public.
- Adept at anticipating the needs of clients, volunteers, and colleagues.
- Able to lead and motivate others in a team effort – some events have as many as 10 volunteers.
- Prior experience managing music or theatrical productions is a plus.
- Excellent communication skills, both interpersonal and written.

- Tech-savvy (email, Excel, Word), “good with numbers”, and competent with high-volume cash transactions.
- Flexible enough to work in either a casual or business-formal environment, as the situation demands.
- *Available to work nights and weekends as needed* with advance notice throughout the concert season (September through June, with the possibility of summer events). Much of the preparatory work, however, can be done remotely.
- Able to lift and transport the “portable box office” suitcase weighing up to 30 pounds via subway, bus, taxi or private car.
- Interest in classical music required; familiarity with “early music” preferred.

Compensation

\$30.00/hour to start on a W-2 basis (with contributions to Social Security, Medicare, unemployment, disability and workers comp insurance), plus an unlimited ride MetroCard which you may use for all your travel.

Anticipated Start Date

Immediate

To Apply

Please send an email with a résumé or c.v. and a brief note describing your interest and why you would be the right person to join our team, to John Thiessen, Executive Director, at jthiessen@gemsny.org.

Application Deadline

Friday, February 3, 2023

About Gotham Early Music Scene

Gotham Early Music Scene (GEMS) is a 501(c)(3) non-profit New York corporation which has pursued a mission of “promoting and supporting early music in New York City” since 2007 (www.gemsny.org).

We are a team of enthusiastic, smart, experienced people devoted to the artists and organizations we serve, including every major early music ensemble in New York City as well as touring ensembles, The Juilliard School, Carnegie Hall, The Met Museum, and more. We receive significant funding from New York State, New York City, private foundations, and hundreds of generous individual donors. During the pandemic, we have continued to produce over 40 concerts each season, paid all artists in full, and have not laid off or furloughed any employees.