



**Title:** Artistic Coordinator and Assistant Librarian

**Department:** Artistic

**Reports to:** Orchestra Librarian

**Compensation:** \$35,000 per year / 32 hours per week

Hybrid position with potential for seasonal flexibility.

**Timeline**

Application deadline: May 25, 2026

Interviews: Week of June 8, 2026

Start date (somewhat flexible): July 15, 2026

**Position Profile**

The Artistic Coordinator and Assistant Librarian is responsible for coordinating aspects of guest artist and conductor relations and assisting the Orchestra Librarian. The successful candidate will partner with all departments, work collaboratively to effectively communicate the scheduling, and needs for all guest artists and conductors. This role will also help manage the Music Director's calendar.

**Essential Duties and Responsibilities**

**Librarian Assistance**

- Work alongside the Orchestra Librarian to prepare and procure materials for all concerts throughout the season.

**Guest Artist Logistics & Contracting:**

- Works closely with artist managers and artists to arrange travel, housing accommodations, and local ground transportation for all visiting artists in a timely manner.
- Coordinates schedules for all aspects of artists' visit to Boulder (including educational activities, development activities, press interviews, fundraising functions, post-concert dinners, etc.)
- Manages the calendar for the Music Director for all events, meetings, rehearsals and performances.
- Creates detailed itineraries for all visiting artists and communicates those itineraries in a timely manner.

- Maintains and manages spreadsheets for airfare bookings, hotel bookings, and guest artist information, for record and budgeting purposes.
- Acts as primary liaison with all artists before, during, and after their time with the Boulder Phil. This will include phone calls and emails from visiting guest artists or artist managers.
- Ensures that dressing rooms are fully provisioned in advance of artists' arrival to rehearsal or performance, per guest artist contract and riders.
- Communicates any special guest artist-related instructions with all staff.

#### **Administrative Support:**

- Maintains positive relationships and negotiates with all vendors (airline, hotels, car rentals/services, catering, etc.)
- Provides support to all artist activities including rehearsals, concerts, and other events.
- Works closely with the team to communicate schedule changes, technical requirements, and rehearsal orders for visiting artists.
- Provides administrative support to the Director of Education and Community Engagement for outreach programs.

#### **Qualifications and Capabilities**

##### **Required:**

- Regular work schedule will require days, evenings, weekends, and irregular hours with the ability to have a flexible schedule.
- 2+ years of experience in working with performing ensemble or in areas related to travel planning and administrative duties.
- 2+ years of Customer Service experience preferred.
- Communication skills both verbal and written.
- Demonstrate organizational skills, attention to detail, the ability to meet deadlines.
- Exceptional interpersonal skills, both in person and by phone, with guest artists, management, patrons, and musicians.
- Ability to work independently.
- The ability to interact professionally with other managers to provide consultative support for planning initiatives through financial and management information.
- Consistent professionalism at the highest level and maintain a positive attitude in high stress situations.
- Excellent attention to detail and ability to manage multiple projects.
- Ability to proofread material and perform research.
- High degree of flexibility in response to daily shifting priorities.
- Must be able to handle the physical demands commensurate with an active administrative position and concert schedule including lifting up to 25 lbs. of equipment.

##### **Preferred:**

- Bachelor's degree (preferred in classical music or arts administration); significant experience working with orchestras or other musical organizations can substitute for the degree.
- Significant ability to read music and familiarity with orchestral instruments, ideally with string instrument experience.

- Knowledgeable about how an orchestra works and the performing arts world in general.
- Ability to create and improve operational efficiency and meet deadlines consistently.

The duties listed above should not be considered all-inclusive. The person in this position is expected to perform other work-related duties as assigned, even though they may not be considered primary duties.

**To apply:** Please send a resume and the answers to the questions below (in lieu of a cover letter) to [mimi@boulderphil.org](mailto:mimi@boulderphil.org). CC [abby@boulderphil.org](mailto:abby@boulderphil.org). Subject line should read [Last Name] - ACAL Job Application

## Questions

Please respond briefly to the following questions:

1. Please describe any professional, student, or volunteer experience related to artistic coordination or music library work.
2. Are you a musician? What instrument(s) do you play? Do you have any experience performing in solo, chamber, or ensemble settings?
3. What's your favorite piece of orchestra music?
4. Is there anything else you'd like us to know?