



## MUSIC IN THE VINEYARDS

Position:	Assistant Director
Employment Type:	Full-time Salaried/Exempt
Salary Range:	\$65,000 - \$75,000, Commensurate with Experience
Reports to:	Executive Director

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### **Position Summary:**

The Assistant Director of MUSIC IN THE VINEYARDS (MITV) reports to the Executive Director and is part of a close-knit team along with two other part-time employees. Working closely with the Executive Director on all year-round preparation of the Festival, the Assistant Director will have primary responsibility for all education and community engagement activities, including the Fellowship String Quartet program, as well as MITV's social media accounts.

### **Key Responsibilities:**

#### Production

- Collaborate with Executive Director (ED), Stage Manager and Artistic Directors to coordinate all operations related to rehearsals and performances and any recording/video production
- Rehearsal and Concert specific responsibilities:
  - assist ED with creating production schedules and rehearsal orders
  - ensure smooth operation of pre-concert rehearsals and concert set-up
  - assist with volunteer assignments, patron check-in and reserved seating for concerts

#### Education/Community Engagement

- Oversee and execute all aspects of the Fellowship String Quartet (FSQ) program, including managing the application process to identifying and securing performance venues
- Serve as primary liaison to community performance and educational venues
- Work closely with FSQ stage manager to ensure smooth operation of all FSQ activities
- Recruit and maintain relationships with community venues and organizations in order to build long-term collaborations
- Implement and oversee any additional ancillary educational activities in coordination with the Artistic Directors and Education/Community Engagement Committee
- Work with the ED and Artistic Directors on long range planning to identify and act on education and community engagement goals



### Marketing/PR

- In coordination with any consultants, develop and implement strategy for a year-round social media presence
- Serve as primary content creator and moderator for MITV's social media channels. Enlist other staff members, artists and partner organizations to assist in this effort where practical and appropriate
- Ensure consistency across all platforms in compliance with our brand, design, and content standards
- Ensure that digital communication content is current
- Assist PR consultants by providing information for press releases and concert calendar listings
- Serve as primary liaison to website developer to ensure website information is updated, write copy as necessary, and proactively suggest improvements
- Assist ED with production of all print materials including MITV brochures and program books

### Administration

- Work with ED to maintain musician personnel information and databases
- Locate and assign festival housing for musicians
- Assist with securing all necessary event permits
- Generate musicians' individual contracts, schedules, and other necessary information
- Assist with annual budget preparation and updates throughout the fiscal year
- Additional responsibilities as necessary

### Development and Events

- Provide support to ED for fund-raising activities and events, including grant writing
- Work with the ED and Events Manager to implement a system of welcoming and seating and ensuring recognition of major donors, supporters and stakeholders from the community at all festival events.

### Board Relations

- Attend Board committee meetings as necessary and work with ED to prepare reports

## **EXPERIENCE AND QUALIFICATIONS**

- Prior experience in music-based creative programs and/or arts organizations preferred
- A passion for growing and sustaining the community through music education and engagement programs
- Ability to develop authentic partnerships that resonate with the community's needs; and an eagerness to work with people of varying backgrounds
- Demonstrated understanding of social media as a marketing tool; proficiency with using Instagram, Facebook and other social platforms
- Experience with website management, email platforms, and databases.
- Strong understanding of interpersonal dynamics and ability to develop productive relationships across with musicians, arts administrators, volunteers, donors, patrons and Board members
- Excellent written, verbal, and organizational skills



- Ability to work well independently and as part of a team
- Proficiency in Microsoft Suite of software programs
- Bachelor's Degree with a degree in related field preferred, knowledge and appreciation of classical music essential
- Excellent collaborative capabilities and ability to work well under pressure
- Valid Driver's License and transportation
- Flexibility to work evenings and weekends during the Festival

**Benefits:**

Qualified Small Employer Health Reimbursement Arrangement (QSEHRA)

Paid holidays, personal/medical and vacation

Simple IRA plan

To apply for this position, please send your cover letter and resume to:

[info@musicinthevineyards.org](mailto:info@musicinthevineyards.org) Attn: Rebecca Blum, Executive Director  
Please begin subject line of your email with "Assistant Director"

**About *Music in the Vineyards***

*Music in the Vineyards* is Napa Valley's longest running chamber music festival. Founded in 1994 and held each August, it has grown to be one of Napa's premier cultural events and continues to lead the way in the presentation of outstanding music performances. Set in Napa Valley's iconic vineyards, the Festival showcases distinguished musicians and emerging young talent during its four-week season. *Music in the Vineyards* is unique in its ability to feature highly regarded artists in Napa Valley's most picturesque wineries, while preserving the intimacy of chamber music.

In addition to the Festival's signature winery concerts, MITV has broadened its impact through a variety of educational initiatives, such as masterclasses and scholarships for the Napa Valley Youth Symphony. In 2018, MITV introduced the Fellowship String Quartet program, creating a unique professional training opportunity for exceptional young musicians. This initiative not only provides essential career training but also helps expand the Festival's community engagement across Napa Valley.

*We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or any other characteristic protected by federal, state or local laws.*