

Byron Schenkman & Friends has an open position in **Marketing & Operations**

Half-time position for a digital savvy emerging arts administrator

Byron Schenkman & Friends presents artistically excellent Baroque and Classical chamber music to audiences in Seattle and beyond through lively and engaging concerts and recordings.

Marketing Goal

Develop a diverse and inclusive audience both in person and online.

To accomplish this goal:

- ❖ Develop and implement social media marketing strategies suitable for Facebook, Twitter, & Instagram platforms, and newsletters.
 - Enrich social media account material; monitor activity and budget
 - Develop ideas and write the content for E-Newsletters and Website News Blog
 - Draft publicity materials and maintain calendar
- ❖ Increase attendance for in person and online concerts by exploring and creating new performance & audience opportunities
 - Generate ideas and plans to increase attendance
 - Engage in outreach to different segments of the musical community
- ❖ Build on already established relationships
 - Engage with the audience in person and online, encouraging community interaction

Operations Goal

Schedule and manage all operational details

To accomplish this goal:

- ❖ Coordinate with Artistic Director and Executive Director on scheduling of activities.
 - Manage and organize details of activities
 - Make event details readily available to all in the organization.
 - Attend regular meetings with Executive Director (ED) & Artistic Director (AD)
- ❖ Communicate with and prepare necessary documents for venue representatives, musicians, and others as required for BS&F in person and online concerts.
 - Track publicity for concert promotion, including artwork deadlines and payments
 - Work with Design Team to create consistent visual presentation
- ❖ Attend and provide support at concerts and events.



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&
FRIENDS



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Artistic Director

MARGY CROSBY
Executive Director

BOARD OF
DIRECTORS

ROBERT DELINE
President

FOX SPEARS
Vice President

ZHENYU ZHAO
Treasurer

TOM LEWANDOWSKI
Secretary

FLORA LEE

DONNA
McCAMPBELL

JOY SHERMAN

CHRIS SONDRAL

Essential Skills, Traits, & Characteristics

Team player

Effective Communicator with knowledge of and high comfort level with social media platforms, MailChimp, WordPress, and online advertising

Knowledge of standard office productivity tools (word processing & spreadsheet)

Outgoing, enthusiastic, relationship-based people person

Strategic planning skills

Musical knowledge

Good listener

Good writing skills

Detail oriented

Follows directions

Hours & Pay

Part time position with variable hours averaging twenty hours/week. Per hour pay range from \$23 to \$25 per hour depending on skills and experience. There will be a 90-day evaluation and review.

Job Location

Work from home/own office. Meetings with ED weekly at a mutually agreed upon location or by video chat. Monthly meetings with ED and AD in the Capitol Hill area or by video chat.

To Apply

Send cover letter and resume to

Margy Crosby, Executive Director

Byron Schenkman & Friends

margy@byronandfriends.org

www.byronandfriends.org

Be prepared to provide a list of references.

The position will remain open until filled, with a preferred start date in mid-April 2022.

BS&F is committed to diversity, equity, inclusion, and accessibility, including building a diverse staff. We encourage all to apply - especially individuals who are Black, Indigenous, or a Person of Color, LGBTQ+, or a person with disabilities.



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