

Concert Planning Specialist

Fermata Eclectic aims to put a spin on each concert and event with a unique and appealing theme surrounding the music being performed. So, as the Concert Planning Specialist, you have the opportunity to access your artistic genius within and brainstorm with the Director to create a concert that will reflect your personal flair for event planning and production. Your one-of-a-kind idea is the canvass on which you will paint the ultimate picture of your artistic event creation through your detailed production efforts.

Major Responsibilities include:

- Brainstorm with the Director for the theme of each concert or event
- Work closely with Fundraising and Development Director and Online Communications Director for media contacts for the development of press releases, advertising, etc...
- Arrange for media at each concert (e.g. photographer, video, etc...), including members of the press
- Arrange all vendor services required for each event
- Assist Director in locating appropriate event venues
- Support the Director with on-site event set-up, including organizing and managing volunteers
- Correspond with Director and Fundraising and Development Director concerning logistics, event details, and expense reports.
- Anticipate other departmental needs and provide information regarding event requirements.
- Manage contact lists (into database) and materials lists, including special items and equipment necessary for each event
- Maintain and update timelines
- Manage to do lists
- Actively seek out volunteers for events, including maintaining a volunteer contact database
- Serve as the liaison between vendors and Director by securing quotes and invoices from vendors
- Process expense commitment forms and make sure vendors are paid in a timely manner
- Assist in management and breakdown of each event.
- Manage Will Call lists and ticket sales for each event, including online ticket clearing houses
- Complete post-event responsibilities, including patron database information, vendor invoices, and follow up appreciation notices.

How to Apply

Please [e-mail](#) your résumé and cover letter to the director. Candidates should use the cover letter to identify and describe any successful concert or event planning they have participated in, executed or developed. Work samples are encouraged.

Skype and other remote communications are a must.

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