

Job Description

Job Title:	Artistic Coordinator
Department:	Artistic Operations
Reports to:	Director of Artistic Operations
Classification:	Full-Time, Non-Exempt/Hourly
Supervises:	None – N/A
Location:	Sarasota, FL

General Overview:

The Artistic Coordinator provides administrative support to the Sarasota Orchestra Artistic Operations team. The Coordinator is the primary contact for coordinating travel, housing and itineraries of the guest artists and guest conductors, as well as of the faculty and fellows of Sarasota Music Festival. The Artistic Coordinator will also assist the Director of Artistic Operations with day-to-day operations. The Coordinator shall also support a respectful and positive working relationship with all employees, orchestra musicians, artists, conductors, volunteers, patrons, vendors and customers, supporting an inclusive, respectful culture and Sarasota Orchestra values.

Responsibilities:

Artist Logistics

- Works closely with artist managers and artists to arrange their travel, housing accommodations, and local ground transportation in a timely manner.
- Creates detailed itineraries for all visiting artists and communicates those itineraries within required timelines.
- 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 Sarasota Orchestra. This will include regular weekend 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 Artistic Department staff, Front of House staff and Back of House staff.
- Process all invoices, check requests and other expenditures of the Artistic Operations Department and submit to the Finance Department.
- Oversee faculty and fellow travel and logistics for Sarasota Music Festival, in conjunction with Director of Artistic Operations.
- Interacts with all other Orchestra departments and assists in the execution of their requests of guest artist.

Administrative Support

- Maintains positive relationships with all vendors (airline, hotels, car rentals/services, catering, etc.).
- Negotiate vendor rates for area vendors including hotels, car rentals/services, catering, etc.).
- Provides administrative support to the Artistic Operations Department, as needed.
- Assists with proofing artistic information for public facing media.
- Keeps records and shared documents of the Artistic Operations Department up to date.
- Knows and complies with the Collective Bargaining Agreement (CBA).

Perform other relevant duties and additional projects as assigned. Duties and responsibilities described herein are not a comprehensive list, and additional job tasks may be assigned from time to time as necessitated by the Artistic department and organization needs.

Qualifications:

Required

- Consistent professionalism at the highest level and maintain a positive attitude in high stress situations
- Exceptional interpersonal skills, both in person and by phone, with guest artists, management, patrons, and musicians
- Excellent attention to detail and ability to manage multiple projects and meet deadlines
- Ability to work independently
- Regular work schedule will require days, evenings, weekends, and irregular hours with the ability to have a flexible schedule
- Proficient computer skills; with Microsoft programs, including but not limited to Outlook, Excel, and Word, as well as Zoom, Adobe Suite

Preferred

- Bachelor's degree in Music or related field preferred
- 1+ years' experience in orchestra or music festival environment preferred
- OPAS experience a plus
- Knowledge of orchestral repertoire

Physical Requirements:

While performing the duties of this job, the employee is regularly required to talk, hear, sit, bend, and use hands to finger, handle or feel. Repetitive motion is required while using a computer. The worker is required to have visual acuity to perform an activity such as preparing and analyzing data and figures, viewing a computer terminal, and observing stage set-ups, temperature of rooms and warm-up facilities. This position requires the ability to occasionally lift and/or move up to 20 pounds.

Working Conditions:

The job operates in a professional environment including office and performance hall settings. The environment is generally moderate in temperature and noise level. A hybrid of in-office and out of office / remote work required. Must be available to work a flexible, varying work schedule weekly to

include daily hours in office and also able to maintain a presence at artistic orchestra events, including nights and weekends.

We are an Equal Opportunity Employer.

3/2026