



JOB POSTING

Artist Liaison & Assistant to the Music Director

POSTING DATE: *June 21, 2024*
REPORTS TO: *Manager of Artistic Administration*

The Kansas City Symphony seeks an Artist Liaison & Assistant to the Music Director to join the artistic operations team in the planning and execution of orchestral activities. As Artist Liaison, you will work closely with conductors, guest artists, musicians and staff in a high-paced, efficient environment at one of Kansas City's leading cultural institutions and one of America's major orchestras. You will also work closely with and as assistant to incoming music director Matthias Pintscher.

POSITION SUMMARY: In collaboration with the Manager of Artistic Administration, the Artist Liaison & Assistant to the Music Director is a frontline ambassador to the many conductors and artists who perform with the Kansas City Symphony. The position works directly with leading artists from a variety of genres to ensure that their experience performing with the Kansas City Symphony is world class and manages their needs in conjunction to their engagements with the orchestra. The position also supports the Artistic, Education and Operations teams at the Kansas City Symphony by generating contracts, scheduling itineraries, organizing travel, arranging artist hospitality, transporting artists, and assisting with KCS concert, education and other events at the Kauffman Center and off-site.

The Ideal Candidate will have:

- Bachelor's Degree (BA) in music or a related field and an understanding of orchestral repertoire.
- 2+ years experience working with a professional orchestra or other performing arts organization.
- Outstanding written and verbal communication skills as well as superior listening capacity.
- Computer literacy working with email, word processing, spreadsheet and database applications.
- High aptitude for organization and the capacity to manage multiple projects simultaneously.
- Exceptional organizational abilities and acute attention to details and deadlines.
- Appreciation for and sensitivity to the needs of the guest performers and orchestra musicians.
- Team player with a high degree of personal initiative and drive. Self-starter

COMPENSATION: Annual salary of \$45,000 or more, commensurate with experience. The Kansas City Symphony offers a very rich suite of benefits including a PPO health insurance plan with dental and vision benefits, along with a 403(b) plan with employer match, disability insurance, and maternity benefits.

ABOUT THE ORGANIZATION: Founded in 1982, the Kansas City Symphony has rocketed to become one of the top 25 orchestras in the United States. During its 42-week season, it performs a huge range of orchestral and chamber music in its performance home, Helzberg Hall, at the Kauffman Center for the Performing Arts. The musicians of the KCS also perform throughout the Kansas City metro region on a portable stage, the Mobile Music Box. Starting in July 2024, the orchestra will welcome conductor and composer Matthias Pintscher as music director. Matthias regularly conducts many of the world's best orchestras and opera companies and ranks as one of the world's foremost composers of orchestral music. The Symphony includes 80 full-time musicians from around the world who call Kansas City home. Every season, dozens of soloists of all genres perform with the KCS and it also accompanies films, playing the soundtrack live as the movie is projected on Helzberg Hall's giant screen. Between concerts at the Kauffman Center, performances on the Mobile Music Box, and community events like Celebration at the Station, the Symphony aspires to serve all Kansas City through music.

If you are interested in joining an organization that is not only fanatical about symphonic music but also about the transformational effect that this living art form can have on people's lives, we invite you to apply by submitting a cover letter and resume to kbreytspraak@kcsymphony.org. Priority consideration will be given to applications received by July 7, 2024.



The Kansas City Symphony is an Equal Opportunity Employer. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, or veteran status.