

**Position Title:** Artist Liaison

**Supervisor:** James Boyd, Director of Programming and Administration

**Hours per week:** hrs/week varies May 27-June 23, 2025; 40hrs/week June 23-July 14. Hours include evenings and weekends.

**Compensation:** \$18.79-\$20.37/hr

**Position Summary:** Artist Liaisons provide a direct line of communication between OBF artists and staff to ensure a positive experience for all parties during each artist residency. Artist Liaisons must be licensed to drive in Oregon and take University of Oregon van training as they provide transportation and other assistance for OBF conductors, soloists, composers, and other artists during the summer festival. They are further required to and to work a flexible schedule to accommodate artist needs, including availability to work nights and weekends as required for rehearsal, concert, and reception coverage.

### **Job Duties:**

Artist Advance:

- Coordinate with artists and/or artist managers to confirm that artist travel information is correct in OPAS (OBF's programming and production management software), artists have booked flights and rental cars (when specified in contract), and lodging schedules are confirmed with lodging vendors.
- Communicate with the OBF Operations Coordinator to ensure shuttle and bus transportation needs are scheduled.
- Update OPAS accordingly.
- Email artist itineraries to artists and/or artist managers and place copies in artist lodging for review upon arrival.

Artist Support:

- Pick up artists from airport, drive artists to and from services, and drive artists back to airport at the end of each engagement, as specified in contracts.
- Assist artists with lodging check in and check out.
- Generate and post artist green room signage.
- Ensure all artist hospitality needs are met, per either approved artist hospitality rider or OBF standard hospitality protocols, including:
  - Artist hospitality bags pre-placed in artist lodging.
  - Artist green room set up and clean up (including purchase of fresh fruit, etc.).
  - Order and pick up meals for artist as courtesy (artists will pay for meals unless specified in advance).
- Escort artists to rehearsals, performances, and receptions, delivering artists to Stage Managers at performance venues and Philanthropy staff at receptions.
- Take notes for artist during rehearsals, as appropriate.
- Arrange for complimentary tickets.
- Greet artists with bottled water and towels as they exist the stage following performances.
- Coordinate with other artist liaisons and operations staff to cover services, when needed.

Administrative Duties:

- During the festival, participate in daily production meetings and other events, as needed.
- Communicate with OBF staff regarding artist requests, such as changes to artist schedules and special needs not specified in advance.
- Run errands as assigned by supervisor and OBF staff in relation to operations.
- Check mailbox at OBF office for updates.
- Participate festival debrief and write post-festival review from your perspective.

**Qualifications:**

Required:

- Valid driver's license
- Willingness to work variable hours
- Strong organizational and time management skills
- Excellent verbal and written communication skills
- Ability to manage multiple tasks, anticipate needs, and resolve issues quickly and efficiently
- Excellent interpersonal skills

Preferred:

- Background in customer service or event coordination
- Knowledge of performance logistics
- Background in music performance and/or administration