



Position Title: Training Program Liaison - Berwick Academy
Supervisor: Holly Roberts, Associate Director of Programming
Hours per Week: Part-time variable hours May 4-June 14, 2026; Up to 40 hours/week June 15-July 7, 2026 (residency required). Hours include evenings and weekends.
Compensation: \$18.06-\$20.19/hour

Position Summary: The Berwick Academy Liaison is available to support the conductors, guest artists, faculty, and musicians for all rehearsals, concerts, and functions and serve as liaison between the participants and OBF staff. Under direction of the OBF Associate Director of Programming, they help prepare for class sessions and fulfill class needs.

Job Duties:

- Assist Associate Director of Programming with various administrative tasks related to BA (see below)
- Print and distribute music for chamber, orchestra rehearsals, and other BA activities
- Act as point of contact for BA participants and faculty during the festival
- Assist stage manager at BA rehearsals and concerts
- Backstage personnel management during concerts
- Coordinate with production to communicate staging changes
- Make announcements at rehearsals and through emails
- Distribute comp tickets as needed
- Coordinate chamber music coaching times and locations
- Various administrative duties in OBF's OPAS
- Facilitate communication between departments (participants, faculty, production, housing, and other admin roles)
- Supply DuckBucks cards to participants and faculty
- Facilitate instrument checkout and return
- Attend and facilitate additional educational activities
- Attend morning production meetings as needed

Qualifications:

- A minimum of two years of arts administration experience or a combination of relevant education, training, and experience
- Strong familiarity with orchestral repertoire and instrumentation
- A commitment to a diverse and inclusive work environment
- Excellent communication skills, written and oral
- Keen attention to detail and the ability to maintain comprehensive documentation
- the ability to work well in a fast-paced environment; adapting to changing situations while remaining focused