



Position Title: Ensemble Liaison - Orchestras
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 13, 2026 (residency required). Hours include evenings and weekends.
Compensation: \$20.98-\$23.88/hour

Position Summary: Orchestra Liaison serves as a vital link between the OBF Period and Modern Orchestras and the administrative staff to ensure the effective operation of orchestral ensemble services and coordination of orchestral personnel during the festival.

Job Duties:

- Attend OBF Seasonal Staff meeting at beginning of festival.
- Attend morning production meetings during the festival, as needed.
- Update and post current rosters
- Be present 1 hour before the beginning of all orchestra service through the end of the service.
- At the beginning of the festival, and as soon as a new orchestra member arrives: update orchestra cell phone list
- For tour concerts, make a list of all orchestra members who will drive to the tour, make a tour bus attendance list, take attendance prior to each bus departure, and maintain cell phone contact with Associate Director of Programming.
- Be accessible by cell phone to staff and orchestra after hours during the festival.
- Disseminate information and handouts to orchestra.
- Track attendance at orchestra events, contact those who are missing, and update attendance in OPAS.
- Record all musician doubling and tripling on attendance sheets.
- Communicate any “no-shows” or emergency absences immediately to Associate Director of Programming. If a substitute is required, and if the Associate Director of Programming is not immediately available or able to contact a substitute, make an emergency hire from the OBF orchestra roster.
- Assist orchestra members with their various needs or emergencies as related to orchestra service.
- Communicate the needs of orchestra members to OBF administration

Qualifications:

Required:

- A minimum of two years of prior choral personnel and production administrative

- 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 organizational skills
 - Excellent communication skills, written and oral
 - Attention to detail
 - Excellent time management skills
 - Interpersonal & problem-solving skills
 - Ability to work under pressure in a fast-paced environment; adapting to changing situations while remaining focused
 - Basic technology proficiency (MS Office Suite, database)
 - Ability to maintain confidentiality

Preferred:

- Background in Music or Arts Administration.
- Familiarity with festival production processes
- Previous experience in a music festival leadership or liaison role