



Job Title: Event Coordinator

Reporting to: Daniel Bircher, Studio Owner

Primary Function: Coordinate and organize events (recitals, concerts, workshops, masterclasses, studio classes, etc) for the music studio.

Secondary Function: Keep Social Media pages updated with current and relevant information and/or photos from recent events (Facebook, Instagram, YouTube).

OPTIONAL: Potentially teach one course (or grow to two courses, depending on enrollment) or class for the Bryan, TX studio location – this will be in an area you are comfortable and competent in.

3 Month Contract: \$1000 January 15 – April 15

- **Paid on the 15th of the Month in the following installments:**
 - \$400 (1st Month)
 - \$300 (2nd Month)
 - \$300 (3rd Month)

OPTIONAL Teaching: \$200/month (in addition to the above 3 Month Contract Rate)

Hours:

- 4 hours per month on-site for scheduled events (typically Saturday or Sunday – these can be scheduled at a time that is mutually convenient)
- 1 hour per week planning/social media upkeep
- Additional hours as needed
- *OPTIONAL: if teaching, 45 minutes per class (1-2 classes weekly)*

Other: In person meetings/office work are not required. This position requires someone who is able to do their job with a great degree of autonomy.

Location: Brenham, TX & Bryan, TX

We are looking for an arts professional with experience in business, project management, and/or events coordinating OR someone who has a ton of project management and/or events coordinating experience who also has a passion for the arts to join the studio. This person would, primarily, run the monthly studio events and keep Social Media updated weekly. Secondary functions include the opportunity to (optionally) teach a class. Ideally, this person has an entrepreneurial spirit and can contribute to ideas related to the growth of the studio. This is a 3 month contract and part of an exploratory project on the part of the studio – if this position has the impact we hope it will, the plan is to continue the position either in May or to take a brief hiatus and restart the position in September.

Key Responsibilities

- Understand requirements for each event
- Plan event with attention to financial and time constraints
- Book (or assist with booking) venues and guest artists/pianists
- Research vendors (pianists) and choose (or assist with choosing) the best combination of quality and cost
- Negotiate with vendors to achieve favorable terms
- Hire personnel, as approved by the studio owner
- Manage all event operations (preparing venue, invitations, etc)
- Do final checks on the day of the event (reception, technology, coordinate participants)
- Oversee event happenings and act quickly to resolve problems
- Evaluate event's success and submit reports

Requirements

- 4+ years experience working as a professional or volunteer in the arts or an arts related field
- Arts leadership experience
- Prior experience related to any of the following fields: Project Management, Events Coordinator, Arts Management.
- Willing and able to travel to Brenham and Bryan-College Station for events.
- Able to lift music related gear and equipment, within reason.
- Must hold a valid Driver's License.
- Must be over 18 and able to pass a Reference & Background Check in order to work with Youth

Preferred

- A Bachelor's Degree
- Training in a performing arts related field

Behavioral Requirements

- A desire to do and achieve brilliant things!
- Integrity is fundamentally important to you.
- You are passionate about the arts and nurturing young artists.
- You are naturally entrepreneurial.
- Naturally Inquisitive and able to learn new skills.

Enquiries and applications to bircherstudio@gmail.com

About Bircher Music Studio - Bircher Music Studio has been offering voice, guitar, and acting lessons to students in the Bryan-College Station, Texas area and Brenham, Texas area since 2016. The owner also teaches Musical Theatre, Opera, and other music classes for area institutions and in Higher Ed.

The studio serves students who tend to be competitive in nature and need a professional atmosphere to flourish. Hiring an Events Coordinator is one way we want to help boost the image of and experience at the studio to the next level.

Growth is expected in our Bryan-College Station Area. An Events Coordinator who can also help maintain our social media presence is an important part of that growth plan. Parents and students enjoy seeing that their work is appreciated and want to share that with the people in their life circles, which, in turn generates additional growth.

In the next 5 years, the Bircher Music Studio envisions hiring additional teachers and moving into a larger space in the Bryan-College Station, Texas area.