

PROFESSIONAL POSITION DESCRIPTION

Position Title:	Music Events Manager
Division:	College of Arts, Humanities and Social Sciences
Department:	Osher School of Music
Location:	Gorham campus and other locations and performance venues as required. Office will move to Portland campus after the completion of the Crewe Center for the Arts, fall 2025.
Schedule:	Full-time, flexible, availability required for some weekends and evenings, 12 months per year.
Reports to:	Director of the Osher School of Music

STATEMENT OF THE JOB:

The Music Events Manager is responsible for all operational aspects of the concerts, events, performances, and tours presented by University of Southern Maine's, Osher School of Music (OSOM). This includes management of front-of-the-house and box office operations on campus, supervising logistics and support services, contracting with off-site venues, and managing applicable budgets. The incumbent is responsible for maintaining the calendar and scheduling performance venues for the Osher School of Music's concerts and events, coordinating the preparation of marketing materials, and liaising with the CAHS Dean's Office and USM's office of Public Affairs to promote events. The scope of this work can represent more than 100 events per year, of varying scale.

The Manager is responsible for the production of programs of professional quality for concerts and shows, and supervises all aspects of ticket sales, house management, sound recording, and ushering for music events. The Manager prepares reports regarding ticket sales, attendance figures, and other areas as needed for the School of Music licensing and accreditation.

ESSENTIAL FUNCTIONS:

- In collaboration with the Director of the Osher School of Music, develop event plans for all Osher School of Music events, and coordinate their implementation.
- Assist faculty and staff in planning for new concert ventures and opportunities.
- Maintain the calendar and scheduling of Music performance venues and related spaces.
- Serve as the Osher School of Music liaison to the CAHS Dean's Office and USM's Office of Public Affairs to promote OSOM events.
- Oversee contracts and staff coordination with off-site venues and for ensemble tours.
- Coordinate logistics related to moving to and from off-site venues.

- Oversee the day-to-day operations of the Music box office during business hours as well as during evening and weekend performances.
- Develop systems and oversee the handling of reservations, ticket sales, telephone inquiries, web inquiries, and event information.
- Recruit, hire, train and supervise students to serve as music events managers, box office managers, ushers, stage managers, and recording technicians.
- Oversee the design and editorial content of all printed programs, as well as their preparation in collaboration with USM's Marketing department as appropriate.
- Oversee the production and distribution of posters and flyers. Coordinate the creation of program inserts and tickets.
- Update information on marquees, bulletin boards and websites.
- Prepare budget and attendance reports for each event and deposit revenue in appropriate accounts, following university system cash management policies.
- Maintain archives of recorded performances, programs, and other performance-related materials.
- Manage the scheduling and successful execution of event receptions.
- Manage program trade and paid advertising. Work with music development officer for sponsor advertising.
- Oversee the placement of appropriate display advertising for music productions.
- Other duties as assigned by the Director of the School of Music

SUPERVISORY RESPONSIBILITIES: Student employees

BUDGET RESPONSIBILITIES:

The Performing Arts Operations and Concert Manager will coordinate with the director of Music in developing and administering an appropriate budget and will be responsible for maintaining complete and accurate budget records for all Music-sponsored events.

INTERNAL AND EXTERNAL CONTACTS:

Internal: College faculty, staff, and students. Serve on a small number of related USM committees.

External: Off-site venue personnel, patrons, advertisers, and parents of youth program participants.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of arts events management
- Excellent interpersonal, organizational, and communication skills
- Advanced skill in writing, editing, and proof-reading, as applied to a variety of musical genres
- Computer proficiency, including word processing, professional quality desktop publishing, graphic design, and web content updating
- Knowledge of audio recording software and Public Address (P.A.) systems

- Budget management abilities, to include budget planning, tracking and reconciliation
- Ability to move large pieces of equipment and sets as needed for productions.
- Supervisory/managerial skills

QUALIFICATIONS:

Required:

- Undergraduate degree with 2-4 years of professional experience in music and/or theatre.
- Demonstrated success in events management, to include all logistics coordination, vendor and stakeholder communication, and event promotion.
- Marketing acumen with print materials, web content and social media.
- Exceptional communication skills, with the ability to engage and collaborate with many different internal stakeholders and the public.
- Highly organized and detail oriented.

Preferred:

- Familiarity with audio recording software such as Pro Tool or other digital audio workstations.
- Experience with Public Address system setup for outdoor events.
- Supervisory experience.
- Work experience within a higher education setting.

****NOTE:** All individuals who are recommended to fill and subsequently offered a position with **special essential responsibilities** as listed above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.*

For Human Resources Use

Date Original Position Approved: March 2024 (Previous title: Performing Arts Event Manager)

Date Position Revised: March 2024

Job Family: 16

Salary Band: 103

Unit: UMPSA

Employee: vacant (as of January 2024)

Position #: 00021609