



## Job Opportunity: Artist Services Associate

**Location:** (Hybrid) Carmel-by-the-Sea, CA (On-site at 3-4 days per week)

**Employment Type:** Full-Time, Non-Exempt (35 hours/week, M-F; 40+ hours/week during July Performance Season)

**Compensation:** \$24-\$28/hour + generous benefit package

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### About the Carmel Bach Festival

The Carmel Bach Festival (CBF) began in 1935 as a four-day series of concerts at the Sunset School Auditorium and the Carmel Mission Basilica. Over the years, it has grown to a two-week celebration of concerts, recitals, master classes, lectures, and open rehearsals in July. The Festival's mission is to celebrate the works, inspiration and ongoing influence of Johann Sebastian Bach worldwide by immersing audiences in a festival experience integrating music, education and ideas. Under the leadership of Artistic Director and Principal Conductor Grete Pedersen the organization offers innovative artistic programming.

The 88th season takes place July 12–26, 2025.

### Position Summary

The Artist Services Associate is key in supporting and connecting the artistic operations department to the rest of the organization. Reporting directly to the General Manager, this position manages travel and housing logistics, supports scheduling and database operations, and coordinates artistic events and hospitality efforts. The role is ideal for someone who thrives in a collaborative environment and is extremely detail-oriented.

The person in this role will learn the inner workings of running a destination music festival and regularly interact with our musicians!

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### Essential Areas of Responsibility

**Travel & Housing Administration:** Manage artist housing inventory, coordinate travel arrangements, prepare musician arrival packets, and liaise with guest artists and their management.

**Scheduling & Database Support:** Maintain scheduling databases, assist in coordinating rehearsals and performances, and update musician service records.

**Artistic Events & Hospitality:** Serve as a primary contact for musician hospitality, organize artistic social events, and ensure a welcoming environment for all participants.

## Required Qualifications

- Associate Degree or higher with 1 year of relevant experience OR 3 years of related experience.
- Excellent communication skills, both written and oral.
- Strong organizational and time management skills with exceptional attention to detail.
- Exceptional proficiency in Microsoft Office Suite, including Excel, Teams, OneDrive, and SharePoint.
- Ability to manage multiple tasks and projects effectively.
- Competence in spreadsheet maintenance, basic accounting, and data management.
- Ability to lift to 30 lbs and access reliable transportation to travel locally within Monterey County to festival housing and venues.

## Characteristics of a Successful Candidate

- Ideal Backgrounds: Real estate rental management, hospitality, travel, database administration, bookkeeping, administrative support, live events/performing arts
- Flexible and resourceful with the ability to work both independently and collaboratively.
- Strong problem-solving skills and sound judgment.
- Team-spirited and even-tempered, with a good sense of humor.
- Ability to adapt quickly to new procedures and situations.
- Professional demeanor and customer service attitude
- Initiative to suggest and implement process improvements.
- Passion for the arts

## Working Conditions

**Environment:** Predominantly indoors, with some outdoor and venue-related activities.

**Physical Demands:** Walking and driving to nearby venues, lifting objects, and frequently using office equipment.

**Seasonal Demands:** Personal time and vacations must be scheduled outside of the peak season months of May, June, and July. Expect increased workload and overtime during the July Performance Season.

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## How to Apply

Please prepare a resume and a short statement of interest explaining why you are the best candidate for this role!

Submit to [hr@bachfestival.org](mailto:hr@bachfestival.org) with “Artist Services Associate” in the subject line. Applications will be reviewed on a rolling basis until the position is filled. Target hire date is March 3rd, 2025.