

February 2025



Title: Event Manager
Classification: Part-time, seasonal, non-exempt
Reports to: Director of Marketing and Communications
Pay: \$20-\$25 per hour
Dates: March 3 – July 27, 2025

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 grew 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 Event Manager plays a key role in the festival by planning and managing a diverse array of events that include donor receptions, opening and closing night parties, and stewardship/audience engagement events leading up to/during the festival as well as musician hospitality needs. This position works in close collaboration with the Executive Director, Director of Marketing Communications, and Director of Development and Community Engagement.

Key Responsibilities:

Manage all aspects of festival events including but not limited to venues, food and alcohol vendors, guest lists, set up and tear down.

Qualifications:

- + Prior event management experience.
- + Experience with software such Microsoft Suite (Word, Excel, etc.), Outlook, and Teams.
- + Prefer experience with database applications and patron engagement.
- + Strong written and verbal communication skills.
- + Strong organizational skills.
- + A positive attitude.
- + Reliability and flexibility, as some events conclude late (11 pm – Midnight).
- + Ability to serve alcohol.
- + Ability to carry up to 25 pounds.
- + 18 years old or older

How to apply:

Please email your resume and cover letter to hr@bachfestival.org. Applications will be reviewed on a rolling basis, with a target hire date of March 3rd.