



## Communications Coordinator

Close Encounters With Music's mission is to engage the imagination of diverse concert audiences in welcoming settings; connect listeners to performers and composers; foster the excitement and sense of community that live performance arts builds; and turn performances into intellectually enriching and educational and artistically uplifting experiences.

We present internationally celebrated soloists in thematic chamber music performances; stimulating music-oriented lectures with notable figures; galas and special-themed celebrations October-June. Entertaining, erudite, lively commentary by artistic director Yehuda Hanani puts composers and their times in perspective to enrich and enlighten the concert experience. Our immersive educational residency for string players, pianists and vocalists, Berkshire High Peaks Festival, is held in the summer.

### Job Responsibilities:

- Answer queries from subscribers, patrons, and festival attendees.
- Database entry and spreadsheet updates
- Register participants for the Berkshire High Peaks Festival
- Update the venue's seating chart monthly
- Update press contact list for periodic mailings.
- List CEWM events on cultural calendars
- Create and distribute press releases.
- Create letters of acknowledgment for donations
- Assist with the creation of patron event invitations
- Ensure PCI Compliance
- Act as a CEWM representative at the box office, answering audience member questions, conducting CEWM sales, and troubleshooting ticketing issues. Set up, run, and break down post-concert receptions.
- Event planning, manage the ordering for receptions

### Required Skills:

- Strong communicator
- Familiarity with the non-profit arts sector
- Microsoft Office, including Excel, Access, and Word
- Google Applications
- Visually oriented
- Tech savvy

This position is part-time and hours are flexible. Please email resume: [cewmusicinfo@aol.com](mailto:cewmusicinfo@aol.com)