

Concert Administrator and House Manager, Music
University at Buffalo, The State University of New York

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Posted Oct. 23, 2024, set to expire Aug. 4, 2025

Job Title	Concert Administrator and House Manager, Music
Department	Music
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 23, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Arts/Museum/Theater
Job Website	https://www.ubjobs.buffalo.edu/postings/53622
Apply By Email	
Job Description	

Position Summary

The [Department of Music](#) at the [University at Buffalo](#) (SUNY) seeks an experienced and capable concert administrator and house manager to serve as Associate Director of Community Relations (official state title), overseeing the department's public events and hall rentals including booking and promotion of its distinguished and historic Slee Visiting Artist and Beethoven Quartet series.

As Concert Administrator and House Manager you will:

- Schedule, coordinate, and staff all public concert and lecture events ensuring efficient and professional stage management and production, this includes managing a small team of student assistants.

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- Budget and contract all Slee series events in coordination with the department faculty concert liaison and Department Administrator.
- Contract and schedule all external and internal hall rentals. Ensure venues are set up appropriately for performances or other events. This may include moving chairs, stands, rolling pianos on or off stage, assembling and disassembling the hall's curtain partition.
- Coordinate with other department faculty and staff including the Department Chair, Department Administrator, piano technician and recording engineer on all issues related to hall usage, including budgeting, accounting, recording and keyboard instrument maintenance.
- Work effectively with representatives from UB's Center for the Arts to promote all campus sponsored musical events and ensure smooth and effective management of event ticketing.
- Explore external grant opportunities to generate additional revenue in support of the Department's community outreach and audience building endeavors.
- Promote department events via multiple media outlets and social media platforms including overseeing the design and printing of the department's season brochure, distributing regular press releases, announcing department events via email, preparing scripts for radio ads, as well as publishing social media posts and ensuring updated listings appear on the university calendar and department website.
- Partner with other community concert organizations such as the Buffalo Chamber Music Society and Buffalo Philharmonic Orchestra to present and promote music events in the Buffalo region.

The Department of Music hosts over 75 public events a year in Lippes Concert Hall (capacity 700) and Baird Recital Hall (capacity 220). These events include 11 visiting artist concerts endowed by a sizable bequest from Frederick and Alice Slee. The Slee Series is internationally recognized for its annual presentation of the Beethoven String Quartets which has taken place annually for over 60 years. Many of the world's leading quartets have appeared on the Lippes Concert Hall stage including the Budapest, Cleveland, Tokyo, Takacs, Belcea, Dover, Miro, Borromeo and Escher quartets. In addition, the five concert visiting artist series host a diverse range of dynamic soloists and ensembles, including, in recent seasons, pianist Yefim Bronfman, vocalist Cecile McLoren Salvant, the Harlem Quartet, guitarist Jason Vieaux and many others.

The department is known as a center for new and experimental music and presents additional concerts and events related to its research and creative focus on the music of the 20th and 21st centuries. These events include the annual June in Buffalo festival which is sponsored by the department's Center for 21st Century Music and is comprised of 10-12 new music concerts featuring internationally recognized ensembles and soloists over a week in early June.

In addition to visiting artist concerts, the department presents an annual lectures series as well as numerous student ensemble and faculty recital performances throughout the academic year. It also

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rents its two main performance spaces to local area organizations and campus groups.

Resources

The department's Slee Visiting Artist and Slee Beethoven Quartet series is supported by a significant endowment which currently provides over \$100,000 per year for the production and artists fees related to the 11 concert series. The Center for 21st Century Music has its own source of endowed funding providing significant resources for the presentation of new music and the annual June in Buffalo festival. The department also provides modest resources for annual conference travel for the concert administrator and the hiring of student assistants to facilitate concert production needs.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department, and we qualify as a public service loan forgiveness organization. Learn more about the great [benefits](#) the University at Buffalo has to offer.

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

Bachelors degree with 3 years experience organizing and presenting classical and/or jazz music concerts at a venue of significance. Demonstrated excellence in copy editing, writing, production, promotion, and budgeting.

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Preferred Qualifications

Masters degree in an arts related field with significant experience organizing and presenting classical and/or jazz music concerts. High degree of competency and experience in all facets of concert production and promotion including copy and program editing, social media, radio and print promotion and budgeting. Experienced in working at large institutions.

Physical Demands

Must be physically able to perform all the duties of this position as outlined in the Position Summary. Ability to climb a narrow staircase and maneuver in tight spaces in order to access the organ loft and other areas backstage.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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