

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position: Music Department Tour, Camp, and Promotion Manager

Full-time position (benefits eligible) responsible for the strategic planning, management, and promotion of music at Wartburg including ensemble tours, camps, festivals, recruitment, music media, and licensing.

Principal Duties and Responsibilities:

- Work with ensemble directors to initiate, manage, and promote domestic ensemble tour and off-campus performances (run out concerts) including logistics (housing, meals, transportation, and ticketing), communications and promotional materials, and budget (expenses/revenue) oversight. (25%)
- Manage choral/instrumental camps, festivals and special events including scheduling, registration, contract negotiations, communications, preparing program materials, and coordinating concert and rehearsal schedules. (15%)
- Coordinate and collaborate with the Admissions, Marketing and Communications, Development, and Alumni departments to assist with recruitment, promotion, donor, and alumni efforts and overall strategic, college-wide planning. (10%)
- Develop and coordinate long-term calendar planning (18-24 months in advance) for ensemble tours, on-campus performances, and other special music department events. (10%)
- Assist in producing, managing, and marketing recordings of ensembles and other music performance groups, including oversight of licensing and copyright compliance, order fulfillment, customer service, and budget management. (10%)
- Seek out and cultivate long-term relationships with high quality domestic performance venues, including schools, churches, artist series programs, performing societies, concert halls, select geographic locales, and the like. (10%)
- Manage print and web advertising for professional organizations such as IBA, ACDA, IMEA, and represent Wartburg at national, regional, and state conferences. (5%)
- Oversee music online platforms including streaming services (Spotify, Apple Music, YouTube, Knight Vision, etc.), social media, livestreaming, e-newsletters, and other communications (press releases). (5%)
- Serve as project coordinator and budget manager for Christmas with Wartburg. (10%)
- Perform other related duties as assigned.

Supervision:

This staff position will work closely with the directors of the Wartburg Choir, Castle Singers, and Wind Ensemble, the Chair of the Department of Music, as well as other members of the music department and College staff as necessary. The Wartburg Choir director will be the primary supervisor for this position. Each year's specific work objectives are developed by the supervisor in consultation with the staff member. The employee plans and arranges his/her own work and as necessary consults with the supervisor in prioritizing tasks. Student employees to assist with tasks related to this position's responsibilities are hired and supervised by this staff person.

Minimum Qualifications:

- BA degree and at least two years of experience related to event management or marketing.
- Strong organizational, management, communication (oral and written), and public relation skills.
- Basic understanding of and experience in music performance and supporting operations.
- Ability to collaborate effectively with music conductors, performers, event sponsors, and other event-related personnel.
- Proficiency with Microsoft Office Suite and familiarity with social media and streaming platforms. Experience with Adobe Creative Suite (Photoshop, Illustrator, etc.) is a plus.
- Effective problem solving and budget management skills.
- Entrepreneurial perspective with regard to revenue generation from outside sources

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu or by mail to, Jamie Holloway, Director of Human Resources, Wartburg College, 100 Wartburg Blvd., Waverly, Iowa 50677-0903. See www.wartburg.edu for further information about the college. Screening begins March 22; applications will be accepted until the position is filled.