



## **TOURING MANAGER JOB DESCRIPTION**

The Chamber Music Society of Lincoln Center's (CMS) Touring Department produces approximately seventy national and international concerts and events each season, including concert series, education programs, family events, and residencies. CMS Touring supports the growth and success of the organization's artistic and strategic goals, ensuring that CMS can continue to bring high-quality chamber music performances to audiences around the world.

The Touring Manager is an integral member of CMS's three-person Touring team, reporting directly to the Director of Touring and Artistic Planning while also providing administrative support to the Assistant Director of Touring. This position plays a key role in the planning and execution of CMS's touring and residency programs, managing many elements—either in part or in full—including production, artist travel, rehearsal schedules, and logistical coordination.

### ***Tour Production and Operations***

- Effectively communicate with presenters about schedules and rehearsals, travel and amenities, stage and production requirements, and other details as required.
- Prepare production advances for presenters and residencies.
- Draft, update and manage CMS tour and residency itineraries.
- Manage presenter recording and broadcasting requests.
- Create and manage Tour Master Schedule for each season.
- Prepare and manage rehearsal schedules for touring programs.
- Manage artist transportation and hotel options for touring.
- Collect all live concert recordings from touring presenters and manage approvals process with artists as needed.
- Prepare artist bios and photos to support tour media kits.
- Serve in a variety of production roles for touring performances as needed. Periodically travel to tour locations in the US as needed.
  - Tour Concerts: Serve as Production Supervisor and/or Artist Liaison for touring concerts; communicate with stagehands, artists, and other staff; review details with staff and artists.
  - Residency Concerts: Serve as Production Supervisor and Artist Liaison (handling staging requirements, stage moves, lighting, timing of entrances) for touring concerts and touring education programs.

### ***Tour Budgeting***

- Collaborate with Director of Touring and Artistic Planning and Assistant Director of Touring to create department budget proposals.

- Review budget quarterly reports along with the entire touring team.
- Submit monthly American Express reports.
- Submit touring payroll requests and invoices to the Assistant Director of Touring.

Support special projects and initiatives, as well as other duties, as assigned by the Director of Touring and Artistic Planning.

## **QUALIFICATIONS**

- Minimum of two to three years' experience working in an arts organization
- Strong organizational and logistical management skills, with experience in touring, production, and performing arts administration
- Proficiency in Microsoft Office 365 (including Word and Excel) as well as the Google Suite
- Strong knowledge of classical chamber music repertoire
- Availability to work extended hours when needed, including evenings and weekends
- Excellent communication and problem-solving abilities, with the capacity to manage multiple projects simultaneously.

## **COMPENSATION & BENEFITS**

This is a full-time position, working from the CMS offices on the Lincoln Center campus, with a salary range of \$65,000- \$70,000.

CMS offers competitive compensation that includes an excellent health insurance plan, dental and vision benefits, retirement plan, vacation, and generous paid time off.

## **HOW TO APPLY**

Please submit a resume and cover letter in a single PDF to **[jobs@chambermusicociety.org](mailto:jobs@chambermusicociety.org)** with the subject line "Touring Manager." Please, no phone calls. We look forward to hearing from you!

The Chamber Music Society of Lincoln Center is an Equal Opportunity Employer. To learn more about CMS, please visit <https://www.chambermusicociety.org>