

DETROIT SYMPHONY ORCHESTRA

JOB DESCRIPTION

Classification: ARTIST LIAISON
Department: Artistic
Last Revision Date: July 7, 2021
FLSA Status: Exempt

General Description:

The Artist Liaison serves as the primary administrative support for the Director of Artistic Planning and the Vice President and General Manager in the areas of artist care and logistical needs, promoting positive artist relations.

The Artist Liaison will work with guest artists, artist managements, partners, and vendors to ensure a seamless experience leading up to and through each concert week. This position requires a high level of professionalism, tact and integrity due to the frequency of internal/external contacts and exposure to confidential information.

Specific Responsibilities:

- Handles logistics and travel arrangements for guest artists and conductors; provides care and attendance to needs of guest artists as required across classical and non-classical series, including scheduling of practice time.
- Prepares and distributes artist schedules and itineraries for classical and non-classical conductors and guest artists.
- Coordinates scheduling and logistics for choirs performing with the DSO.
- Assists in the stocking of artist hospitality supplies and ensures dressing room/Ellington Loft maintenance.
- Arranges catering for artists with internal or external vendors as needed.
- Organizes transportation to and from hotel/venue/airport for guest artists, greets guest artists arriving in Detroit, and schedules drivers.
- Arranges catering for artists with internal or external vendors as needed.
- Assists in monitoring contracts to assure that provisions of contract and contract riders are fulfilled.
- Works with Communications team on facilitating any guest artist interviews.
- Assists in departmental expense tracking.
- Assists with preparation and distribution of artist information.
- Negotiates and maintains relationships with area hotels, caterers, and other vendors.

- Researches and performs special projects as assigned depending on individual interests/strengths.
- Serves as concert duty assistant as assigned for classical and non-classical programs.
- Organizes transportation to and from hotel/venue/airport for guest artists, greeting guest artists arriving in Detroit as needed.
- Coordinates hiring and scheduling of staff drivers as well as payroll processing.
- Oversees maintenance of DSO's artist car.
- Performs other duties as assigned.

Position Qualifications:

Bachelor's level College or Conservatory studies in Music, Arts Administration or the Humanities is preferred. Must be able to read music. Must have a general familiarity with Orchestral repertoire. Internship or other previous experience in the performing arts is strongly preferred. Familiarity with other types of music (i.e.; Jazz, Pops, etc.) and artists associated with these types of music is highly desirable. Must have excellent communication skills, including writing skills, and excellent editing capability. Strong organizational skills are required. Must demonstrate meticulous attention to detail and flawless execution. Must use tact, discretion and diplomacy while maintaining confidentiality. Experience with problem solving as well as the ability to work well under stressful conditions is a necessity. Strong interpersonal, leadership and organizational skills are also required. Must possess exceptional people skills to work with a vast array of personalities, including the Music Director, Principal Pops Conductor, staff conductors, DSO musicians, librarians, vendors, members of the public and members of the administrative staff. Must be able to work days, evenings and weekends as required. Ability to operate in a PC network environment and familiarity with Microsoft Office Suite software required. **The essential duties for this position require in-person interaction with staff, musicians and/or guest artists. Therefore, in alignment with the DSO's COVID-19 safety policy, full vaccination for COVID-19 is required for employee's working in this position.**

Primary Reporting Responsibility:

Director of Artistic Planning

Secondary Reporting Responsibility:

Vice President & General Manager
Senior Director of Jazz and @ THE MAX