

Title: Assistant Coordinator of Festival Miami

City: Coral Gables

State: Florida

Zip Code: 33146

Job Category: Marketing/Business

Type: Temporary Hire

Status: Temporary Full-Time

Salary Range: negotiable

Description: The Frost School of Music at the University of Miami has held Festival Miami for 24 years. Created as a musical outreach program to the community, Festival Miami has become a highly regarded five week international music festival.

Skills Required: Responsibilities include, but are not limited to:

- Oversee all aspects of artists' itineraries, transportation needs including flights, hotels, and ground transportation
- Secure visas for international artists
- Assist Festival Miami Coordinator with media and advertising for Festival Miami including radio copy, ad and print deadlines, and press releases.
- Maintain checklists for rehearsals, master class schedules and locations, and flight and hotel schedules
- Heavy telephones; ticket sales information, directions, parking information
- Handle distribution of Festival Miami brochures
- Assist Coordinator with concert programs and program notes
- All other duties as assigned

Minimum Requirements:

- Bachelor's Degree
- Related experience in the field of business and marketing
- Excellent communication skills
- Reliable transportation
- General office skills – MS Office, internet
- Flexibility

Comments: Please indicate the position you are applying for and email your cover letter and resume in word documents to mmijares@miami.edu or fax to Attn: Marianne Mijares, 305-284-3901. The University of Miami is an equal opportunity employer.

Travel Required: Only on the nights of concerts to the concert hall.

Date Posted: February 2006

Application Closing Date: July 15, 2006

Employer Information:

Frost School of Music at the University of Miami

Festival Miami

6200 San Amaro Drive

Suite 116

Coral Gables, FL 33146

Phone: 305-284-4940

Fax: 305-284-3901

Email: mmijares@miami.edu