Production and Communications Coordinator

Title: Production and Communications Coordinator (PCC)
Reports To: Director of Production and Communications, Bridgid Bergin
Status: Hourly, Non-Exempt

POSITION SUMMARY
The International Contemporary Ensemble seeks a Production and Communications Coordinator (PCC) to join the team which implements the programs and initiatives that support its mission. The PCC works collaboratively to support digital content and live concerts, education and learning activities (post-secondary and pre-professional), and the interaction between company operations, communications, and live production departments.

The PCC is a musician or lover of music with a deep understanding or curiosity of experimental music practices. In concert with the mission of the Ensemble and the Artistic Director, the Production and Communications Coordinator supports the creation of new works by living composers from diverse backgrounds and broad stylistic approaches.

On a daily basis, the PCC supports the organizational activities with creators and Ensemble production leadership, supports external communications (web and social media content), oversees the Ensemble’s piece and score library, supports travel and housing bookings, and assists with on-site execution of concert designs. In addition, this position supports the digital presence of the ensemble by way of back-end website updates, social media posting, and eBlast/press release graphics and copy.

This is a part-time, hourly position that involves nights and weekends based on the schedule of event activity. Please note that our primary office is located in the Sunset Park neighborhood of Brooklyn and we are currently working as a hybrid in-person/remote staff.

COMMUNICATIONS
❖ Update website CMS (Square Space and/or Word Press)
❖ Assist with social media posting and content curation
❖ Edit and co-create eBlast and press release content
❖ Collaborate on digital imagery with the Ensemble’s digitice media team

PRODUCING
❖ Support the management of concerts, events, and digital content for the Ensemble
❖ Assist with travel and housing logistics
❖ Oversee Ensemble library (PDFs in a cloud storage system)
❖ Assist with maintenance of the production database “LUIGI”
❖ Respond to artist needs related to logistics in travel, housing, library, scheduling, and communications (web and social media posts)
❖ On-site event support including front of house, box office, stage management, and/or assisting with sound-video-lighting operation
OPERATIONS
❖ Attend weekly staff meetings
❖ Maintain a regular presence in the office when not attending offsite meetings, appointments, or rehearsals
❖ Support a creative and inspiring workspace
❖ Support processing of payments and reimbursements
❖ Help maintain the office facility in day-to-day tasks related to equipment organization and office management

THE CANDIDATE
The ideal candidate will have:
● Knowledge or curiosity of the contemporary music ecosystem including presenters, foundations, institutions, history, and artists
● Familiarity and experience with social media platforms, Mailchimp (or other eblast program), and CMS (Square Space and/or Word Press)
● Strong written and verbal communication skills
● Demonstrated ability to drive and follow deadlines
● Exceptional time management and prioritization skills
● An open attitude to learning and implementing new skills
● Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
● Expertise in Google Suites
● Expertise in the Adobe CC Software is not required but the candidate will learn this suite (specifically photoshop, premiere, in design, and media encoder) on the job
● Aligns with our values and commitment to equity, as outlined on our website

COMPENSATION & BENEFITS
$25 per hour. Averaging 25 hours per week.
Part time positions are not eligible for health insurance benefits. However, we are constantly considering how our workplace environment can be inclusive for all, including wellness, professional development, and flexibility benefits. This position includes expert training in video, lighting, live sound, and post-production.

TO APPLY
Please send a resume and cover letter by email to careers@iceorg.org, with the heading PCC POSITION, expressing how your experience fits with this position and why you’re excited about working with the International Contemporary Ensemble. We will review applications beginning on Friday, December 17th. Please, no telephone inquiries.

ABOUT THE INTERNATIONAL CONTEMPORARY ENSEMBLE
With a commitment to cultivating a more curious and engaged society through music, the International Contemporary Ensemble – as a commissioner and performer at the highest level – amplifies creators whose work propels and challenges how music is made and experienced. The Ensemble’s 39 members are featured as soloists, chamber musicians, commissioners, and collaborators with the foremost musical artists of our time. Works by emerging composers have anchored the Ensemble’s programming since its founding in 2001, and the group’s recordings and digital platforms highlight the many voices that weave music’s present.
The International Contemporary Ensemble advances music technology and digital communications as an empowering tool for artists from all backgrounds. Digitice provides high-quality video documentation for artist-collaborators and provides access to an in-depth archive of composers’ workshops and performances. The Ensemble regularly engages new listeners through free concerts and interactive, educational programming with lead funding from The Andrew W. Mellon Foundation. Curricular activities include a partnership at The New School’s College of Performing Arts (CoPA), along with a summer intensive program, called Ensemble Evolution, where topics of equity, diversity, and inclusion build new bridges and pathways for the future of creative sound practices. Yamaha Artist Services New York is the exclusive piano provider for the Ensemble. Read more at www.iceorg.org and watch over 350 videos of live performances and documentaries at www.digitice.org.

The International Contemporary Ensemble is committed to overcoming systemic inequities which have been entrenched in classical music, and arts organizations, for centuries. We believe that as a musical collective, part of our responsibility is to challenge our biases and practices around who performs, or has their works performed, on the world’s stages. The Ensemble works to break down barriers inherent to the systems of Western European music, which have historically excluded individuals on the basis of race, wealth, sex, pedigree, background, gender-identity, able-bodiedness, and sexual orientation, and is actively making changes to all entrypoints to the organization, to ensure that Black, Indigenous, and/or People of Color are represented and have decision-making agency throughout the organization and on the world’s stages.

The International Contemporary Ensemble values the ideas and creativity that each employee brings to the table, and is proud to be an equal opportunity employer committed to creating a diverse and inclusive workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

We are committed to developing strong leadership of varied differences, especially alongside people who have not been historically represented in the arts sector. We encourage applicants who are Black, Indigenous, People of Color, women, trans and/or non-binary, LGBTQ+, immigrants, individuals with disabilities, as well as people of diverse social, educational, and economic backgrounds

The International Contemporary Ensemble is an equal employment opportunity employer. The organization adheres to a policy of making employment decisions without regard to race, color, religion, sexual orientation, national origin, citizenship, age, criminal history, or disability.