



JOB ANNOUNCEMENT: ASSISTANT DIRECTOR

The Mount Desert Festival of Chamber Music seeks a part-time, seasonal Assistant Director to support its five-concert series in Northeast Harbor, Maine, from mid-July through late August. Working with the Music Director and Executive Director, this role helps manage concert logistics, box office and front-of-house operations, artist hospitality, volunteer supervision, social media communication, and day-to-day administration. During the season, the position averages roughly 20 hours per week, with required availability on Mondays before the concerts and Tuesday concert evenings and intermittent off-season work. Hourly wage is negotiable.

Key Responsibilities

- Coordinate concert logistics, including venue setup, breakdown, technical needs, vendor coordination, and show-day operations.
- Manage box office, ticket sales, front-of-house activity, and inquiries during the Festival season.
- Serve as on-site support for guest artists, helping with hospitality needs, and residency logistics.
- Support marketing and community engagement through photos, videos, social media posts, program materials, donor and patron communication, and outreach events.
- Assist with administration, including volunteer supervision, CRM/database updates, correspondence, and general office support

Qualifications

- 2–4 years of relevant experience in office administration, event production, volunteer management, or music festival operations.
- Strong organization, communication, and interpersonal skills, with the ability to manage deadlines and interact professionally with patrons, donors, volunteers, and musicians.
- Familiarity with ticketing systems, CRMs, spreadsheets, project tools, and social media platforms.
- Availability for evening and weekend work during the festival season, especially Mondays and Tuesdays; much work may be remote except around show days.
- Ability to work on-site during the season and lift up to 30 lbs for light setup, chairs, program boxes, or equipment.
- Successful applicant must pass a Maine State background check to be hired.

To apply, please send a resume and brief statement of interest to the Executive Director at tickets@mtdesertfestival.org. Questions are welcome at the same address. Applications reviewed on a rolling basis until the position is filled. For more information, visit www.mtdesertfestival.org

Mount Desert Festival of Chamber Music
PO Box 87, Mount Desert, Maine 04660