



Organization: Louisville Orchestra
Job Title: Tour Project Coordinator
Reports to: Tour Project and Community Partnerships Manager
FLSA: Full-time, Exempt

BACKGROUND TO THE LO

The Louisville Orchestra has long had a strong reputation for innovation, creativity, and excellence. With an annual operating budget of \$13M, 60 full-time musicians, and a 35-week performance season, it is currently an organization changing the idea of what a 21st-century orchestra can be and do. Under the leadership of Music Director Teddy Abrams, the Louisville Orchestra is well on its way toward achieving its goal of being “the most interesting orchestra on the planet.”

<https://vimeo.com/743736311/2791647250>

Job Summary: The Tour Project Coordinator works alongside the Tour Project and Community Partnerships Manager to coordinate all aspects of the Tour, ensuring all stakeholders (internal and external) are provided with clear lines of communication for all performances, engagements, and expectations. This individual will be responsible for understanding the union contract as it pertains to the Tour and Runouts for scheduling and budgeting. Travel is required.

The Ideal Candidate: The successful Tour Project Coordinator will closely liaise with the Tour Project and Community Partnerships Manager on all aspects of the *In Harmony* Tour. The ideal candidate will work well under pressure, be highly organized and results-orientated, and lead with a positive attitude and strategic approach. Background in music is preferred but not required.

Main Areas of Ownership

- Transportation and Hotels
- Scheduling
- Venues
- Contracts and Insurance Requirements
- Financial Reconciliation
- Area Research and Community Introductions
- Community Engagement

Duties and Responsibilities:

Transportation and Hotels

- Assist the Tour Project and Community Partnerships Manager with arranging all transportation and hotel needs for full orchestra and community engagement efforts for the *In Harmony* Tour.
- Support staff in the creation of various staff and musician itineraries.

Scheduling

- Assist the Tour Project and Community Partnerships Manager in creating, managing, and distributing staff travel schedules for each *In Harmony* Tour.

- Combine staff and musician travel itineraries, full schedule of tour events, rosters, and all relevant information into a comprehensive Tour Reference Book and distribute to all staff.

Venues

- Assist the Tour Project and Community Partnerships Manager in working with production and venues to ensure that contracts are completed promptly.
- Serve as secondary contact for each venue for all Front of House needs, general setup, and coordinate all parking for staff and musicians.
- Coordinate and organize pre-concert activities to enhance audience experiences. (Not including donor events).

Financial Reconciliation

- With the Tour Project and Community Partnerships Manager, manage financial reconciliation and payments to vendors and venues for all performances related to *In Harmony* performances.
- Keep consistent records, tracking attendance and other aspects for reporting needs.

Area Research and Community Introductions

- Area research in tandem with Production and Education Departments for each location to provide to musicians and staff (restaurants, arts, short history, etc.)
- Support the coordination of community and LO meetings for engagement and lobbying.

Community Engagement

- With the Tour Project and Community Partnerships Manager, create musician and staff itineraries for all tour-related CE programming.
- Provide CE venues with written confirmation and details of their upcoming event(s).
- Provide customer service support and information (written, verbal, and in person) on the Louisville Orchestra's education and CE program offerings statewide and in the local Louisville area.
- Assist with local community engagement events on an as-needed basis.

Other duties as assigned by the Tour Project and Community Partnerships Manager

Education:

Bachelor's Degree required, preferably arts-related

Experience:

- Excellent communication skills, written and verbal
- Highly detail-oriented
- High sense of emotional intelligence
- Familiarity with contracts
- Background in music preferred

To Apply:

Please send a cover letter including salary requirements along with your resume to:

Nathaniel Koch, Chief of Staff
nkoch@louisvilleorchestra.org

Please, no phone calls.