



Job Description

Position Title
Operations Coordinator

Reports To
Director of Finance & Operations

Applications due no later than March 31, 2025

Position Overview

Newport Classical (NC), a premier performing arts organization celebrating classical music, is seeking an **Operations Coordinator** to support our Spring Chamber Series and summer Music Festival in July. This multi-faceted role requires strong coordination and communication across departments to ensure the seamless preparation and execution of concerts and events, with a focus on providing exceptional experiences for both artists and patrons. The position focuses on two core areas:

1. Artist liaison
2. Concert and event logistics

Key Roles and Responsibilities

The Operations Coordinator role involves a variety of tasks essential to the success of our events. The key responsibilities include:

1. Artist Liaison

- Communicate with artist management to prepare accurate guest artist itineraries; coordinate all logistical aspects of artist visits, including hotel reservations, ground transportation and hospitality.
- Provide ground transportation as needed for Festival guest artists.
- Serve as the main point of contact with resident Festival Artists and apartment landlord during the Festival.
- Set up and manage the Festival guest artist green room and rehearsal spaces to ensure a positive and comfortable environment, including purchasing & restocking all contracted hospitality items; and ordering and picking up meals.
- Assist with artist merchandise sales during concerts.

2. Program Logistics

- Participate in and coordinate logistics of concert set-up and breakdown at venues in and around Newport, ensuring all operations run smoothly.
- Assist with executing Festival supplemental enrichment programs, including but not limited to pre- and post-concert conversations, composer and director talks, artist meet & greets, and collaborative experiences in partnership with local organizations.
- Arrange and coordinate logistics for Festival pop-up concerts.
- Ensure internal communication and serve as the interdepartmental liaison amongst NC staff.



Requirements & Skills

- Ability to multi-task and prioritize effectively in a fast-paced environment.
- A natural problem solver who can anticipate needs and take initiative to resolve issues swiftly.
- Understanding of how each detail fits into the larger concert experience, with the ability to help multiple departments stay aligned.
- Possess strong oral and written communication skills, with the ability to collaborate effectively across departments and convey clear, concise information.
- Minimum of one (1) year experience in event management, logistics, or hospitality operations.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook)
- A passion for, or experience in, the performing arts, particularly classical music, is preferred.
- Must have a driver's license, proof of insurance and a clean driving record.

Location & Time Commitment

- Location: The position is based in Newport, Rhode Island
- Position Type: Seasonal
- Time period: May - July; approximately 20 hours per week (May – June) and a minimum of 40 hours per week during the Music Festival July 4 – July 22 (overtime eligible).
- Schedule: Flexible hours, with evening and weekend availability required to support all concerts and events. Attendance is mandatory during Music Festival (July 4 – 22, 2025).

Compensation

Pay Rate: \$20 per hour (no benefits)

Application Process

If you are interested in being considered for this employment opportunity, please send your resume and a letter of interest to info@newportclassical.org

APPLICATION DEADLINE: Applications due by March 31, 2025

Newport Classical is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. All qualified applications 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.



About Newport Classical

Newport Classical is a premier performing arts organization that welcomes people of every age, culture, and background to intimate, immersive musical experiences. We present world-renowned and up-and-coming artistic talents at stunning, storied venues across Newport—an internationally sought-after cultural and recreational destination.

Our iconic summer Music Festival, year-round Chamber Series, and family-friendly, free Community Concerts represent a broad range of composers, formats, artists, and sounds from the classical genre—ensuring there is something for everyone to enjoy.

We are proud to be an essential pillar of New England’s cultural landscape—and to invest in the future of classical music as a diverse, relevant, and ever-evolving art form.

MISSION: To celebrate classical music as a living art form through inspiring concerts in intimate and historic locations.

VISION: Newport Classical embraces “Timeless Music for Today” through exceptional concert presentations, and prioritizes meaningful education and engagement opportunities that inspire, instill civic pride in the community, and embrace diversity of expression and artistic interpretation.

Originally founded in 1969 as Rhode Island Arts Foundation at Newport, Inc. and previously known as Newport Music Festival (NMF), Newport Classical has a rich and adventurous musical legacy, presenting American debuts of international artists and rarely heard works.

For additional information, visit newportclassical.org