

Director of Adult Chamber Music Workshop Job Description

Reporting to the Executive Director, the Director of ACMW will oversee all faculty, staff, and activities of the adult session, lasting 5 days each summer. This position is seasonal.

General Qualifications:

- Knowledge of Kinhaven, or connection to the camp at any point in the past, for instance, as faculty, counselor, or camper is preferred
- Demonstrated capacity to communicate positively with the executive director(s), faculty, staff, and attendees
- Experienced musician with an interest and experience in music education (preferably with 2+ years of educational administrative experience) and deep knowledge of the chamber music repertoire
- Demonstrated experience successfully managing staff in various roles (faculty, cooks, maintenance, administration, and finance)
- Demonstrated organizational skills and capacity to multi-task

Specific Tasks (seasonal and on campus):

Before the session:

- Recruit and admit attendees
- Plan and oversee chamber music and orchestral assignments
- Allocate financial aid
- Hire and supervise all session staff and faculty
- Hire and plan with guest clinicians
- Interact with and respond to the needs and concerns of all attendees, faculty, and staff.
- Plan and oversee daily schedules including special workshops and activities
- Assign on-campus housing and coaching rooms

Oversee daily life and schedule of the ACMW session, including:

- Lead announcements at all meals
- Supervise scheduling of coaching and organization of concerts
- Monitor expenditures to ensure that the budget is on track and immediately notify the executive directors of any significant (+/- 5%) anticipated over- or underspending
- Other duties as assigned by the Executive Director