

EMPLOYMENT OPPORTUNITY (open until filled)
CONCERTS & EVENTS COORDINATOR
EASTON, MD – Posted March 27, 2026

CONTACT
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Chesapeake Music—CONCERTS & EVENTS COORDINATOR (CEC)

Type: Part-Time, variable 10-15 hrs/wk

Start date: Ideally May 15th, 2026

Salary: \$22.00/hour

Location: In person at the Chesapeake Music offices in Easton, MD

Category: Arts Administration, Music Management, Music Education, Development

Position Summary

Chesapeake Music seeks an ambitious, self-starter to join a small, dedicated team of experienced arts professionals and assist in the daily work of the organization, which brings world-class musicians and performances to the Eastern Shore. The Concerts & Events Coordinator (CEC) will become an integral member of the staff, working closely with the Executive Director, the Board of Directors, and Volunteers to support all aspects of Chesapeake Music concert presentation, as well as education events, and special development events. This is an in-person position with weekly work during business hours in the Easton offices and event work on-site, primarily at the Chesapeake Music home venue of The Ebenezer Theater at Prager Family Center for the Arts. Occasional, light travel will be required to coordinate events in local, Eastern Shore partner venues. Chesapeake Music events are occasional and take place throughout the year. This position reports directly to the Executive Director.

About Chesapeake Music

Chesapeake Music is a 501(c)(3) non-profit organization based in Easton, Maryland, dedicated to enriching the musical life of the Chesapeake region. For over forty years, the organization has been bringing internationally acclaimed chamber and jazz musicians to delight and engage audiences. It is best known for its annual Chamber Music Festival, held every June and showcasing world-renowned artists and ensembles, playing both traditional and contemporary programs. Beyond performances, Chesapeake Music is committed to educating, inspiring, and developing tomorrow's audiences through programs like YouthReach. Every two years, Chesapeake Music also hosts its international Chesapeake Chamber Music Competition, attracting young ensembles from around the world, and providing \$20,000 in prize money. The next Competition is slated for April 2026. Through its diverse programming and educational initiatives, Chesapeake Music aims to foster a lifelong love of music and build a vibrant community of listeners and performers. Chesapeake Music proudly calls The Ebenezer Theater at Prager Family Center for the Arts its performance home.

Position Details & Responsibilities

The Concerts & Events Coordinator is expected to:

- Collaborate with the Executive Director, Board, and Volunteers to deliver high-quality music and education programs to the Eastern Shore communities
- Assist and support most aspects of Chesapeake Music concerts and events. This includes planning, scheduling, marketing, communication (with artists, venues, attendees, vendors, volunteers, and other constituency groups as needed), vendor contracting, ticketing, on-site coordination, and follow-up
- Participate in Committee meetings (such as the Festival Committee and Competition Committee) and support the Board members working on these committees by taking notes, providing reports, discussing aspects of the concerts and events, and through other tasks as assigned or needed
- Manage individual projects related to concerts and events as needed
- Assist with coordination and documentation for grants, sponsorships, and program reporting
- Consistently work agreed upon weekly hours and scheduled events

- Communicate regularly, effectively, and efficiently with the Executive Director and Board about projects
- Meet project deadlines with work in good order
- Assist with general organization administrative tasks as needed or assigned
- Be an ambassador of Chesapeake Music, thoughtfully interacting with the organization's community members, which include the artists, Board, patrons, volunteers, and the public new to Chesapeake Music

Minimum Qualifications

- Must have 1-3 years of direct or indirectly related experience
- Interest in classical music, music education, concert presentation, and/or arts administration
- Ability to work independently; consistently hit deadlines; and deliver high quality work
- Experience managing projects from start to finish
- Articulate, well-spoken, and comfortable with written and spoken communication
- Competencies must include technical proficiency with Google Workspace and social media with the ability to learn additional platforms as needed
- Strong attention to detail
- Punctual, considerate, and comfortable working with various groups of people
- Valid driver's license and access to a vehicle for occasional work outside of Easton
- Ability to lift 25 pounds

Ideal Qualifications

- All minimum qualifications above
- 1-3 years of direct experience with chamber music
- Bachelor's degree in Music, Music Performance, Arts Administration, Education, or related field
- Proficiency with Canva, Adobe Creative Suite or related is preferred
- Familiarity with marketing platforms such as MailChimp
- Experience with databases, such as Salesforce, NEON, or Blackbaud

Work Hours

The Chesapeake Music Concerts & Events Coordinator is expected to work an average of 10-15 hours/week. In-person work hours are typically Monday through Friday, between 9am and 5pm. Chesapeake Music concerts and special events occur during evenings and on weekends. Educational events typically take place during the day. The CEC would be expected to participate in the majority of Chesapeake Music concerts and events.

Compensation & Benefits

- The salary for this position is \$22.00/hour
- Up to two complimentary tickets for your guest(s) to each Interlude concert and Festival Concert (except opening night)

The CEC is a position with opportunity for growth:

- Acquire insights and a comprehensive working knowledge of a small arts non-profit organization
- With positive performance reviews over time, this position is eligible to grow into a management position with additional compensation and benefits

To Apply

Please send a cover letter and your resume to info@chesapeakemusic.org to be considered for the position. In your cover letter, please describe your interest in the job and in working for Chesapeake Music. Please also describe your background, skills, or related experience that might position you to be the best candidate. Finally, please also list days/hours that you are available to work during the week.