



## PROGRAM COORDINATOR at Opus 40 — 2022

### JOB DESCRIPTION

Opus 40 is seeking a Program Coordinator to begin work in April of 2022. This person will take the lead on all aspects of events from communicating with performers to promoting individual happenings to oversight and support at the events themselves.

### SPECIFICALLY, this entails:

- Reaching out to performers and artists prior to their event at Opus 40 to ensure that we are agreed on terms and site needs.
- Promoting all events on our social media channels and the local press.
- Being on site during events to greet performers and take care of their needs, coordinate site staff and oversee guests to ensure site rules are followed.
- Taking photos, videos (for Reels) and some live-streaming at events.

### LOCATION and SCHEDULE

The Program Coordinator will work partly on our 55-acre site in Saugerties, New York and (for promotion and, as desired, in the off-season) from home.

The schedule for late May through mid-September will be Friday and Saturday nights from 4:30 to 9:00. Also possibly one Saturday a month extending to 11 PM, and every other Sundays from 2 to 6 PM.

In October we have several late-night events.

In December and March there will be work on Saturday afternoons.

### EQUAL OPPORTUNITY

Opus 40 encourages candidates of color, LGBTQ candidates and all ages and genders to apply. We provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information. We are committed to

Equity and Inclusion in all our programs and comply with nondiscrimination in employment in all aspects of our operation.

## PROFESSIONAL DEVELOPMENT

We hope to offer the Program Coordinator exposure to new skills and ways of working and are happy to provide training in various online/web skills as well as administrative tools including online ticketing and admissions systems and basic events calendars. There is lots of opportunity to grow in the position and suggest the direction of this growth. We consider the new position a collaboration with the person who takes on the role.

## TO APPLY

- Digital applications only, please.
- Submit cover letter and resume to: [caroline@opus40.org](mailto:caroline@opus40.org)

\*We are interested in hearing any other interests and ideas related to events. For more information, please contact the Executive Director at [caroline@opus40.org](mailto:caroline@opus40.org) or (845) 681-9352.

## ABOUT OPUS 40

Created by pioneering artist and professor Harvey Fite and founded as a nonprofit by his wife in 1978, Opus 40 is a world-famous sculpture park and museum with 55 acres of meadows, forested paths, and bluestone quarries — including 6.5 acres of earthwork sculpture — in the heart of the Hudson Valley in Saugerties, NY.

We welcome guests five days a week from April through November, and are available for educational field trips, guided tours and weddings all year long. We also host nature walks led by Audubon educators, art workshops, and live music and theatrical performances — all with the majestic Catskill Mountains as the backdrop.

“In a culture of disposability,” notes David Wallis in *The New York Times*, not only does Opus 40 constitute “what *Architectural Digest* described as one of ‘the most beguiling works of art on the entire continent,’ but stands as a monument to discipline and hard work.” *The Art Newspaper* concurs, in 2019 calling Opus 40 “a testament to the wondrous and crazy things humans can create.”

Considered by many to be *the Stonehenge of North America*, Opus 40 welcomes more than 30,000 visitors from the Hudson Valley, New York City, and throughout the state, country, and world, each year. Our free community programs, including concerts, classes and fairs, reach another 4,000 annually; meanwhile, the “spectacular stone monument” (*VICE*) serves as a popular site for destination weddings, as well as photo shoots for the likes of Barneys NY, *VOGUE*, *Nylon* and famed photographer Nigel Barker.

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