

*Job Description*

**PUBLICATIONS COORDINATOR**

*(9 Weeks, June 9–August 10)*

The Publications Coordinator is responsible for all aspects of creating all concert programs throughout the summer season as well as designated print collateral. This position works closely with administrators, program managers, and conductors to create accurate programs and high-quality program notes. Program notes may be drawn from a variety of sources (respecting copyright law), and may also be researched and written. Strong writing, research, and proofreading skills are required for this position. Training with InDesign will be provided, if necessary. This position uses a series of templates to create programs and does not need previous graphic design experience. Self-direction and deadline management are crucial.

This position also supports the day-to-day needs of the BUTI administrative staff.

- Create programs using Adobe InDesign for all BUTI performances
- Strong editing and copywriting skills are required
- Assemble programs in-office or through professional printing vendor
- Obtain program notes for all large ensemble concert pieces (may also include some program note annotation)
- Create nametags and faculty biography lists for student registration check-in prior to the two-week workshops and the larger programs
- Assist in day-to-day office needs at the administrative offices
- Other responsibilities and special projects as assigned

Compensation includes contracted salary, housing, weekday lunch, and a Tanglewood Lawn Pass for the summer.

**Apply online for this and other summer positions at [www.bu.edu/cfa/tanglewood/employment](http://www.bu.edu/cfa/tanglewood/employment). A cover letter outlining your interest and qualifications along with a work resume are required.**