

FREIGHT & SALVAGE

JOB DESCRIPTION

TITLE: Artistic Administrator
ORGANIZATION: Freight & Salvage
LOCATION: Berkeley, CA

REPORTS TO: Artistic Director
SUPERVISES: NA
EMPLOYMENT TYPE: Full Time, Non-Exempt
SCHEDULE: Monday - Friday 10 – 6

MISSION

The Freight & Salvage is a nonprofit community arts organization dedicated to promoting public awareness and understanding of traditional music—music that is rooted in and expressive of the great variety of regional, ethnic, and social cultures of peoples throughout the world.

VISION

The Freight recognizes that music flows from a rich diversity of traditions and communities. The music speaks of love and inspiration, it challenges conventions, it is rooted in social justice, and it unites musicians, audiences, and students in the joy of sound and story. The Freight's values focus on: traditional music as an expression of human creativity across cultures and throughout time; equity and respect as fundamental human rights; the connections between people that are strengthened by a shared love of music; learning that inspires renewal and transformation; and social responsibility and engagement that enrich our communities.

ABOUT THE FREIGHT

Since its founding in 1968, the Freight & Salvage has been deeply rooted in that aspect of Berkeley's culture that embraces freedom, justice, acceptance, collaboration, and innovation. In 2008, the Freight moved to its current location at 2020 Addison Street with 490 seats in the heart of the Berkeley Arts District. The Freight presents more than 340 concerts and hundreds of classes, in person and online, every year, and is active in Berkeley's public and independent schools.

For more information, visit www.thefreight.org

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POSITION OVERVIEW

The Freight seeks an Artistic Administrator. Reporting to the Artistic Director, the ideal candidate will provide administrative support for the booking process for approximately 350+ shows presented annually by The Freight and Salvage. The Artistic Administrator is responsible for handling and tracking all contracts and performance fees for the Artistic Director and coordinating and communicating artist requirements with various Freight & Salvage departments to ensure a successful experience for both artists and audiences. The Artistic Administrator also provides analytical and special project support for the Artistic Director as required.

PRIMARY RESPONSIBILITIES

75% Artistic Contract Administration

- Generate, proofread, mark up, scan and send contracts to artists and agents; follow through to completion
- Maintain all files relating to upcoming and past performances
- Enter data, financial and otherwise, about upcoming shows in various spreadsheets and calendars
- Maintain physical and digital contract files and internal calendars
- Generate ticket counts or other show reports from Tessitura as needed by Artistic Director
- Communicate with Freight staff when new shows are booked or canceled/postponed
- Maintain close contact with finance team regarding performance payments and deposit deadlines
- Secure payee information (including W-9s and federal and state entertainer withholding tax and visa information) from artist/agent
- Contact artists/managers/agents to receive current riders and backline information where needed
- Coordinate lodging, transportation and hospitality needs
- Liaison with the Marketing department to ensure proper show billing and receipt of promotional materials
- Communicate and coordinate any artist appearances at donor related events
- Work collaboratively with the Production, Finance, Development, Marketing and Education departments to improve and streamline booking and show advancing business processes, communications and workflow

25% Artistic Director Support

- Assist with generating Tessitura reports for the Artistic Director to analyze audience ticket buying behavior patterns
- Assist with coordinating and supporting various produced artistic festivals, residencies and commissioned work held throughout the year

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- Other duties as assigned

Professional Experience/Qualifications

Required

- Be flexible and have the enthusiasm to take on new tasks as they present themselves.
- Strong organizational, written, and verbal skills
- High level of interpersonal skills with demonstrated poise and diplomacy
- Ability to take initiative and problem-solve, work independently and under pressure
- Ability to prioritize, multi-task, follow, and track jobs to completion
- Exceptional attention to detail
- Strong computer skills: proficient in Google Workspace and Microsoft Office Suite
- Experience administering and understanding of contracts a plus

Preferred/Desirable

- Excellent work ethic with positive attitude
- Knowledge of Tessitura helpful, but not required
- Flexibility in dealing with changes and possibly unclear outcomes
- Minimum 3-5 years of experience in the performing arts industry
- Knowledge of various musical genres (jazz, folk, bluegrass, international) desirable

Compensation & Benefits

- This is a full time, non-exempt, hourly position. Compensation is commensurate with experience. The Freight offers a generous benefits package, including medical and dental insurance, a generous vacation and sick leave policy, 403(b) Plan, commuter transit benefits, and mobile phone reimbursement.

To Apply

- If interested, please submit resume, cover letter and salary requirements to Peter Williams, Artistic Director – Peter@freightandsalvage.org

Equal Opportunity Employer Statement

The Freight and Salvage is an equal opportunity employer committed to providing equal opportunity to its employees and applicants for employment without discrimination on the basis of race, religion, gender identity or expression, sexual orientation, age, disability, or any other reason unrelated to ability to perform the position. This policy applies to every aspect of employment, including but not limited to hiring, advancement, transfer, demotion, termination, compensation, benefit, training and working conditions.