



## *Employment Opportunities Upper Valley Music Center*

### **Assistant Director**

3/20/2017

#### **Description:**

Administrative position at the Upper Valley Music Center (UVMC), a non-profit community music school with programs for children and adults. UVMC offers year round individual lessons, group classes, ensembles, workshops and master classes for beginners through advanced players and singers. UVMC's 35 faculty are professional musicians and teachers living in the Upper Valley region of Vermont and New Hampshire. Students travel from over an hour radius to participate in programs.

#### **Duties:**

Marketing & Publicity; Development Support; Program Support; Administrative Management

#### **Qualifications:**

Bachelor's Degree or higher. Arts administration experience and/or degree preferred. Experience in specific areas of Marketing, Development and/or Program management desirable. Excellent technology skills required.

#### **Salary**

Full time salaried position with benefits.

#### **Location:**

Lebanon, NH; is part of the growing Upper Connecticut River Valley that includes Dartmouth College, a major regional medical center, technology businesses and a growing arts community. Lebanon is 1 hour from Concord, NH, 1.25 hours from Burlington VT, 2 hours from Boston and 2.5 hours from Hartford CT.

#### **Contact & Application Requirements:**

Please email letter of interest and resume with 3 references to:

Benjamin Van Vliet, Executive Director

[benvanvliet@uvmusic.org](mailto:benvanvliet@uvmusic.org)