

ABOUT KRONOS PERFORMING ARTS ASSOCIATION

The Kronos Performing Arts Association (KPAA) is a San Francisco-based 501(c)3 non-profit performing arts organization that manages all activities of the Kronos Quartet (founded in 1973), a celebrated leader in creative programming across many genres of music, often in collaboration with other musicians and artists. KPAA achieves its mission through a wide variety of programmatic initiatives, including commissioning, performing, presenting, recording, publishing, archiving, teaching, mentoring, and encouraging the next generations of artists and audiences.

DIVERSITY & EQUAL EMPLOYMENT OPPORTUNITY

KPAA strives for diversity, equity, inclusion, and accessibility in its staffing and work culture. We encourage members of our diverse community to apply for available positions, as we aim for our staff to reflect the diversity of our San Francisco Bay Area home.

KPAA is committed to the principle of Equal Employment Opportunity for all employees and job applicants and to providing our employees with a work environment of mutual respect, free of discrimination and harassment. All employment decisions at KPAA are based on business needs, position requirements, and individual qualifications, without regard to race, color, religion or belief, national or ethnic origin, sex, pregnancy, age, disability status, HIV status, sexual orientation, gender identity and/or expression, marital/civil union/domestic partnership status, family medical history or genetic information, family or parental status, political viewpoint or affiliation, military or veteran status, citizenship status when otherwise legally able to work, or any other status protected by applicable law. In compliance with the Americans with Disabilities Act, KPAA will provide reasonable accommodations to qualified individuals with disabilities. Pursuant to the San Francisco Fair Chance Ordinance, KPAA will consider for employment qualified applicants with arrest and conviction records.

POSITION INFORMATION

The Production and Marketing Associate will report to the Operations Director and will work closely with all members of the Quartet and KPAA staff to support the touring, local performance, and educational activities of the Kronos Quartet. Production tasks will include making travel and logistical arrangements for local and touring performances, payment requests and expense reconciliation, maintaining production records, and other administrative functions to support the Production team. The Associate must be available to work flexible hours as needed to support local performances, events, recordings, residencies, and Kronos Quartet/KPAA programs. Marketing/Communications tasks will include creating content and managing Kronos' social media outlets, as well as maintaining press/marketing materials and distributing them to external partners.

The ideal candidate is an organized, adaptable self-starter who enjoys creative problem solving as part of a close-knit team.

KEY RESPONSIBILITIES

The Production and Marketing Associate performs a wide range of critical tasks. The concentration and timing of duties across these categories will vary according to

seasonal/annual rhythms. It is also expected that the specific skills and expertise of the successful candidate will have some impact on the percentage of time devoted to each category.

Performances, events, and touring logistics (30%)

For Kronos performances and events, on tour and in the Bay Area, assist in the realization of events from conception through completion:

- Attend select local Kronos concerts, tours, and special events; support production team as needed
- Make travel arrangements (air, hotel and ground) for Kronos, crew, guest artists, staff, and composers/arrangers
- Assist with maintenance and storage of Kronos performance equipment and touring gear; arrange cartage and freight services for Kronos' equipment
- Assist with obtaining work permits and visas/documentation as needed
- Collect complimentary ticket requests; manage ticket purchases and special invitations for select performances
- Collect and record attendance numbers and concert statistics
- Assist the Operations Director in planning and executing education and residency activities as needed

Social Media & Web (30%)

- In consultation with the Operations Director, create visual content, write social media copy, and manage Kronos social media presence across all platforms
- Coordinate with presenters to support their social media efforts
- Update events listings and news posts on Kronos website

Press & Promotion (30%)

- Maintain and distribute press photos, biographies, and digital assets (logos, electronic press kit, etc) to presenters, booking agents, and external partners
- Schedule interviews; share photos & materials with journalists and press contacts
- Create one sheets/info kits for artistic and educational projects as needed
- Collect photos and recorded material from presenters; maintain photo archive

Administrative (10%)

- Request payments (fees, per diem, tour cash, reimbursements) for touring engagements
- Reconcile cash advances and credit card statements for touring personnel and production department

MINIMUM QUALIFICATIONS

- Commitment to the mission, goals, and objectives of the organization and to the artistry of the Kronos Quartet
- One year or more of hands-on experience in a communications or live event production role
- Excellent written and oral communication skills
- Proven strong organizational skills; keen attention to detail

- Ability to forge excellent relationships with co-workers, presenters, artists, music business professionals, vendors, and others
- Strong ability to anticipate and troubleshoot problems and follow through with prompt and effective solutions
- Positive attitude; ability to balance roles working in a team environment and independently, taking initiative and direction in an appropriate, professional manner
- Ability to assess and communicate the status of multiple projects, anticipate problems, and resolve issues; ability to maintain a flexible attitude and exercise mature, commonsense judgment
- Proven ability to cope with and facilitate last-minute changes in plans
- Ability to exhibit confidentiality, discretion, ethics, tact, and diplomacy in all interactions
- Must be able to work in the U.S.

DESIRED QUALIFICATIONS

- Experience using Mac OS and Google Workspace (Gmail, Calendar, Drive, Docs, Sheets)
- Experience managing an organizational social media profile or creating social media and web content
- Marketing copywriting skills
- Multilingual skills and multicultural or cross-cultural experience appreciated

SPECIFIC CONDITIONS OF WORK

- General office environment, located in San Francisco
- Opportunity for some remote work, if desired
- Availability to work non-standard hours (including evenings and weekends) as needed
- Occasional travel
- Ability to lift 20 lbs. from time to time
- Proof of COVID-19 vaccination required
- Adherence to all federal, local, and site-specific COVID-19 measures when in person

CLASSIFICATION: Full Time, Non-Exempt

COMPENSATION: Salary range is \$45K–\$50K, commensurate with experience. Benefits include health and dental insurance, 401(k) plan, FSA Section 125, vacation and paid holidays (per schedule). Starting salaries are set in accordance with our compensation plan, which considers multiple individual and organizational factors, including internal equity. To uphold pay equity in alignment with the compensation plan, starting salaries are not negotiable.

HOW TO APPLY: Please Submit a résumé and cover letter by email to jobs@kronosarts.com with the position title in the subject line.

NO CALLS, PLEASE