



Blackbird Creative Lab Manager
Part-time, seasonal administrative position
with Grammy-award winning ensemble

The Grammy-award winning music ensemble Eighth Blackbird is seeking a **Lab Manager** to work with us on our summer professional and creative mentorship program for artists.

This position will be an integral part of the small artist-led team directing the Blackbird Creative Lab—a two-week creative immersion, taking place from May 28th - June 11th, 2024 at Yerkes Observatory in Williams Bay, Wisconsin.

The Lab offers an immersive experience and ongoing community of practice for contemporary classical musicians with expansive artistic vision who are seeking collaboration, mentorship, and a viable life as an artist.

See more here: www.8bbcreativelab.org

The Lab Manager will support the Lab team in the planning, organization, implementation and documentation of the Lab and will assist the creative team on Lab activities, including workshops and performances by world-renowned composers, artists, and field leaders.

Responsibilities:

Prior to Lab, the Lab Manager will work closely with Lab Director, Garrett Obrycki on application organization, artist communication, travel management and car rental, housing/meal planning, contract coordinating, and on the development creating a welcome packet for artists and faculty.

On-site, the Lab Manager will take lead for housing set-up, artists and faculty check-in, managing contracts with venues + vendors, guest check-in, audience support, event coordinating, scheduling, and more.

The Lab Manager will be supported by an administrative intern on-site in Williams Bay.

Dates of work:

- *Remote:* January 5th - May 25th, 2024 (10-15 hours per week)
- *In-Person:* May 26th - June 12th, 2024 in Williams Bay (full time, accommodations provided)
- Continued work beyond the Lab is a possibility.

General Qualifications:

- 2-4 years with administrative experience

- Interest in the arts, demonstrated through academic study, work experience, or by other means
- Clear and concise communication skills, in writing and conversation; excellent interpersonal skills
- Ability to work well independently and collaboratively and meet deadlines in a fast-paced environment
- Strong creative thinking and research skills
- Applicants must be US citizens or approved for employment in the United States
- Valid driver's license required
- Familiarity with social media (including the use of Canva) is a plus.
- Ideally, based in or around the Chicago area, but open to candidates from outside the region

Hours:

Prior to the Lab, the Manager should be prepared to work 10-15 hours a week, including several meetings and independent work. Meetings are generally scheduled before 3p on weekdays.

During the Lab's 2.5-week intensive, candidates should be prepared to work 40 hours per week. Weekdays and weekends are required with various evening hours. There is potential for a 10 hour/week extension after the Lab immersion.

Compensation:

Lab Manager hourly rate is between \$25-\$35/hour for work prior to May 25th.

Lab Manager will receive a \$2500 fee for the two-week immersion period (housing, travel, and food included)

To apply: Please email Garrett Obrycki (garrett.obrycki@eighthblackbird.org) with a Letter of Interest/Cover Letter (in video or written format) and a resume. If using video, please provide a link (i.e. Youtube, Drive).

Feel free to reach out with any questions.