



## **ARTIST LIAISON**

### **Lotus World Music & Arts Festival**

### **Volunteer or Internship/Practicum Opportunity**

The Lotus Artist Liaison has a critical role in gathering, organizing, and communicating Festival artist logistics for travel, lodging, local itinerary, and certain aspects of tech/production, as well as relevant problem-solving during Festival weekend. The Liaison works closely with the Lotus Executive Director and staff and enjoys direct communication with all Festival artists, as well as the opportunity to gain on-the-ground experience in music-festival planning and production.

The Liaison opportunity can be arranged as a for-credit internship or practicum, or purely as a volunteer opportunity to gain experience in the field.

The Liaison role engages in early summer and runs through the 2022 Lotus World Music & Arts Festival in September (Sept. 22-25), plus a bit of post-festival follow-up. Schedule is variable and flexible; requires a regular presence in the Lotus office but also relies largely on remote work. Responsibilities become gradually more time-intensive as the Festival approaches, and the Artist Liaison should plan to dedicate their time exclusively to Lotus for the 4-day Festival weekend.

#### Responsibilities include:

Early in the summer:

- Makes early contact with artists/managers with a welcome letter and initial request for key information -- travel schedules/arrival times, number of people with the group, names/rooming lists, any changes to rider info, etc.
- Develops (or tweaks) effective systems for tracking information and maintains accurate records throughout, including myriad updates and changes

Mid-Summer/Leading up to the Festival:

- Helps to develop and communicate individual artist itineraries, as well as overarching information repositories. For example:
  - With ED, develops soundcheck schedule and communicates to bands
  - With ED and WFHB contact, helps identify schedule-appropriate bands for WFHB in-studio appearances, and connects artists with WFHB contact
  - Prepares accurate spreadsheet of artist travel schedules and arrangements
  - Prepares accurate spreadsheet of hotel needs and rooming lists

- Prepares accurate spreadsheet of ground transportation needs (IND - B'ton), schedules trips with transportation vendor, and communicates logistics to appropriate artists
- Develops final artist itineraries and communicates to all necessary parties
- Works closely with Backline Lead to assist with band tech communication, and coordinating backline needs and schedules for equipment delivery to various venues
- Understands overall Festival logistics and serves as info liaison as needed for various parties, including staff, volunteer committees, audio folks, etc.
- Routes and collects artist permission/consent forms for CATS recording sites
- Helps appropriate individuals connect directly with artists if needed

During the Festival:

- Serves as on-site “keeper of knowledge” and go-to for troubleshooting and problem-solving related to artist logistics (with support of ED and other Lotus staff, of course)
- Works directly with artists, staff, volunteers, and vendors as needed and as requested
- Communicates pleasantly, professionally, and promptly at all times
- Drinks lots of coffee
- Has fun!

The Lotus Artist Liaison role has been filled by a graduate student (Folklore/Ethnomusicology, Arts Administration, etc.) for the last 15+ years, and it has proved an excellent training ground for those seeking to build their skills and resumes in event production and program planning, as well as a fun opportunity to meet artists from around the world. Alumni of the position have found these skills invaluable for future positions, including both applied work and faculty appointments.

A successful applicant for the Artist Liaison:

- Has a strong interest in festival production and in world/international music styles
- Is extremely organized, detail-oriented, and dedicated to deadlines
- Is friendly, positive, and professional
- Has strong written and verbal communication and isn't shy about talking with new people
- Is sensitive and patient with cultural differences and language barriers
- Has a talent for staying calm in the midst of chaos (a sense of humor REALLY helps)
- Has some experience with Lotus or similar organizations/events...or is willing to learn

**To apply for consideration, please submit a letter of interest via email to [tamara@lotusfest.org](mailto:tamara@lotusfest.org). Please highlight how this position fits with your interests, experiences, or future goals, as well as where you will be in your course of study in summer/fall 2022. Consideration is ongoing; early applications may receive priority.**

Thank you for your interest in Lotus!

More info about Lotus can be found at [www.lotusfest.org](http://www.lotusfest.org).