

Communications Coordinator for Paul Winter

The Communications Coordinator will be responsible for all communications relating to the entire spectrum of Paul Winter's activities, including recording projects, recording expeditions, concerts, SoundPlay workshops, and newsletters to Living Music's international community.

This position plays a vital role in collaborating with Paul Winter in his life-long dedication to creating timeless music, and to exploring how music can awaken people's innate connectedness with the natural world, along with an expanded perspective of the Earth as their home. He believes that only if we expand our perspective to embrace the whole Earth as "home," will we be able to turn around climate chaos and biodiversity decline.

The ideal candidate will be entrepreneurial, innovative, and forward-thinking, with experience in networking and communications, and strong verbal and written English communication skills. The candidate must be self-driven, disciplined, and should possess the ability to serve as an articulate spokesperson for the mission and values of Paul Winter. A background in communications and administrative organization is preferred, as well as experience with strategizing and leading projects. We are looking for someone passionate about the connection music can bring to people, who can realize the potential music has to build bridges between various communities and vital issues. The candidate will ideally be within commuting distance of northwestern Connecticut, but a virtual position is possible.

Responsibilities Include But Are Not Limited To:

- Facilitating Paul Winter's external communications and field inquiries received from outside organizations and individuals, including typing emails and placing and returning phone calls
- Outreach - building and maintaining relationships with organizations and individuals who are passionate about wildlife, sustainability and environmentalism
- For album projects: Coordinate with musicians and engineers (scheduling and logistics) for recording sessions
- For concerts: Communicate with venue staff re. all details; with all the musicians re. scheduling, logistics, and fees; book hotels and planes
- For annual Winter and Summer Solstice events in NY's Cathedral of St. John the Divine: Coordinate with Cathedral Productions staff, and with all musicians and production staff

- Understanding the complex needs of different events and projects, and diverse personal backgrounds
- Collaborating with the office team on writing news updates and eblasts for international list and social media accounts
- Manage and troubleshoot office equipment including internet and printer/fax system
- Photocopy and print documents
- Package and send out orders of Paul Winter Consort merch
- Maintain office supplies

Qualifications/Skills

- Excellent time management skills and ability to multitask and prioritize work
- Comfortable with Google Suite
- Strong interpersonal skills
- Strong organization skills
- Some prior administrative experience
- Detail-oriented
- Excellent verbal communication and presentation skills
- Problem solving skills
- Typing skills
- Discretion and judgment
- Ability to work independently or as a team player
- Ability to maintain professionalism in an international setting

Please submit an application to info@paulwinter.com, including a cover letter.