

THE PICK-STAIGER FULL-TIME STAFF: PRIMARY JOB RESPONSIBILITIES

*For individual contact info, please see the "Contact Us" section of our website, www.pickstaiger.org for the most updated information.

CONCERT HALL DIRECTOR

Richard VanKleeck, rvankleeck@northwestern.edu

- Creates and oversees general policies and full-time staff
- Programs/schedules/contracts guest artists and Spring Festival performers
- Schedules/directs Internet and radio broadcasts
- Assists with student recital scheduling
- Supervises Pick's work-study IT staff

OPERATIONS MANAGER

Erin Hemingway, e-hemingway@northwestern.edu

- Schedules ensemble concerts and dress rehearsals in BSOM hall venues
- Manages production and presentation aspects for School of Music ensembles, faculty, visiting artists, and rental customers
- Supervises Front of House staff and technical/staging requirements
- Coordinates building operations and maintenance

BUSINESS MANAGER

Alison Basofin, abasofin@northwestern.edu

- Schedules non-BSOM hall rentals and BSOM studio classes, concerts, and recitals
- Coordinates the production of all concert and recital programs
- Manages operations budget and related accounts, facility rental agreements, contract management, and employee records
- Supervises payroll for Pick-Staiger's work-study student staff

TECHNICAL MANAGER

Herb Simrall, herb@northwestern.edu

- Sound reinforcement (PA)
- Audio recording and CD mastering
- CD sales / duplication
- Assists with student recital scheduling

MARKETING MANAGER

Laura Nielsen, lnielsen@northwestern.edu

- Manages production/dissemination of quarterly Concertline events brochure
- Updates and maintains Pick-Staiger website, social media outreach
- Sends monthly e-newsletter/public relations
- Markets Keyboard Conversations series, Kids Fare series, Winter Chamber Music Festival, and Opera series

MARKETING COORDINATOR

Crystal Hendricks-Kretzer, ckretzer@northwestern.edu

- Mailing list trades with other arts organizations
- Plans audience development/grassroots marketing campaigns
- Produces Segovia Classical Guitar Series and Spring Festival marketing materials
- Updates Pick-Staiger website, Plan-It Purple, and social media outreach

TICKETING MANAGER

Josh Mann, joshua-mann@northwestern.edu

- Provides Bienen School faculty and staff with complimentary tickets
- Keeps the box office and front desk staff informed and trained about Bienen School policies and events
- Handles all group ticket requests
- Manages patron/ticket buyer database and mailing lists