

Position Description



Position Title: Program Notes Writer

Position Type: Seasonal

Works With: Executive Director

Location: Remote / Flexible

Compensation: Currently a volunteer role, provided with season tickets

Key Timeline: First completed assignment due by **August 15**

Position Overview

Dearborn Symphony is seeking an articulate, knowledgeable, and engaging Program Notes Writer. The successful candidate will craft insightful, accessible commentary for our upcoming concert season, acting as the vital link between the performance repertoire and our audience.

The Program Notes Writer plays a critical role in shaping the audience experience by contextualizing complex compositions, providing historical and biographical frameworks, and elevating the overall appreciation of the music performed on our stage.

Primary Responsibilities

- **Research & Analysis:** Conduct thorough historical, biographical, and musical research on scheduled repertoire, and composers for the upcoming season.
- **Content Creation:** Write compelling, original, and grammatically flawless program notes tailored to our specific audience demographics, ranging from seasoned aficionados to first-time concertgoers.
- **Adherence to Deadlines:** Deliver high-quality drafts in strict accordance with the production calendar. The first completed submission for the season is required no later than **August 15**.
- **Collaboration & Revision:** Work collaboratively with the Executive Director to refine text, adjust tone, and ensure accurate layout alignments, as needed.

Qualifications & Skills

- Deep interest in music history and a variety of genre represented by our repertoire.
- Exceptional written communication skills with a proven ability to translate technical musical terminology into engaging, narrative-driven prose for a broad audience.
- Strong research skills and rigorous commitment to historical accuracy.
- Proven ability to manage deadlines independently and work efficiently in a remote setting.

How to Apply

Interested candidates should submit a brief cover letter outlining their interest and qualifications along with a relevant writing samples (if available) to James Clements, Executive Director at jclements@dearbornsymphony.org. Applications will be reviewed on a rolling basis until the position is filled.