



## Music Coordinator (Independent Contractor)

Mt. Lebanon Partnership

**Application Deadline:** March 12, 2026

**Anticipated Contract Start:** April 15th, 2026

**Primary Booking Season:** May 30 – October 31, 2026

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### About the Mt. Lebanon Partnership

The Mt. Lebanon Partnership (MTLP) is a nonprofit community development organization dedicated to supporting the vitality of Uptown Mt. Lebanon through events, placemaking, and business district initiatives. As sponsor of the Uptown Market, the Partnership oversees vendor recruitment, operations, and overall management of this weekly community gathering.

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### Position Overview

The Mt. Lebanon Partnership (MTLP) seeks a Music Coordinator to curate and manage live music programming for the 2026 Uptown Market season, with potential support for additional small-scale community events throughout the year.

This contract position is primarily responsible for coordinating the **Curbside Concert Series**, which provides live music during the Uptown Market. The goal is to schedule **2–3 musicians or small acts each Saturday throughout the full market season**, creating a vibrant, welcoming atmosphere for shoppers, vendors, and visitors.

The Music Coordinator will work closely with the Executive Director and relevant MTLP committees to ensure high-quality, diverse, and community-aligned programming.

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### Key Responsibilities

#### Curbside Concert Series (Primary Responsibility)

- Curate and book 2–3 musicians or small ensembles for each Saturday of the Uptown Market season.
- Develop a balanced lineup that reflects a range of genres and appeals to diverse audiences.
- Coordinate scheduling, confirmations, and communication with performers.
- Manage artist agreements and collect required documentation (W-9s, invoices, etc.).
- Coordinate basic logistical needs in collaboration with MTLP staff and volunteers.
- Ensure musicians understand setup times, performance windows, and event expectations.

#### Additional Event Support (As Needed)



- Assist in securing musical talent for smaller MTLTP events or activations throughout the year.
  - Provide recommendations for performers appropriate to event size and budget.
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## Compensation

This is an independent contractor (1099) position with a **seasonal stipend of \$3,500**. Compensation covers the full Uptown Market season and limited additional event support.

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## Desired Qualifications

- Strong connections within the local music community preferred.
  - Experience booking or coordinating live performances.
  - Organized and detail-oriented, with strong communication skills.
  - Ability to manage scheduling across a multi-week season.
  - Passion for community-based arts and placemaking.
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## Independent Contractor Status

This position is structured as an **independent contractor (1099)** role. The selected candidate will not be considered an employee of the Mt. Lebanon Partnership and will be responsible for their own taxes and insurance.

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## Time Commitment

The majority of work occurs in advance of and during the Uptown Market season. Some on-site presence at select markets may be requested but is not required every week.

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## How to Apply

Interested candidates should submit a brief statement of interest outlining relevant experience and connections to the local music community.

Applications must be submitted electronically to:

### Cate Irvin

Executive Director, Mt. Lebanon Partnership  
[cate@mtlebpartnership.org](mailto:cate@mtlebpartnership.org)

**Deadline: March 23, 2026**