



Armstrong Community Music School - Contract Events Manager (Summer 2026)

Armstrong Community Music School seeks an experienced, bilingual (Spanish/English) Contract Events Manager to lead planning and execution of our signature summer event, Celebración de la Música (July), along with 2–3 smaller community pop-up events in Round Rock.

This contractor will oversee all aspects of event production, including coordination with artists, community partners, and vendors; volunteer recruitment and management; scheduling and logistics; and on-site execution. The role will work closely with local community members to ensure events are culturally responsive, inclusive, and reflective of the communities we serve.

Responsibilities include:

- Lead end-to-end event planning and execution
- Coordinate musical acts, artists, partners, vendors, and logistics
- Recruit, train, and manage volunteers
- Develop and manage event timelines and run-of-show
- Collaborate with ACMS staff and community stakeholders
- Ensure strong representation and engagement with Latinx communities

Qualifications:

- Proven event management experience (community-based events preferred)
- Bilingual in Spanish and English (required)
- Demonstrated experience working with Latinx communities
- Experience working with musical acts and live performance logistics
- Strong organizational, communication, and leadership skills
- Ability to manage multiple events and priorities independently
- Bonus: Background in arts education or working with arts-based organizations

Details:

- Contract position: approximately 115 hours total
- Rate: \$50/hour
- Timeline: April–August 2026 (flexible planning schedule)
- Location: Austin (mostly) and Round Rock, TX

Contact Director of Programs Jackie Platt jplatt@acmsaustin.org to apply.