



Piano Cleveland seeks a dynamic arts professional to join us as our **Administrative and Events Coordinator!**

Do you....

- Enjoy planning events, keeping track of all the little details?
- Gain energy from meeting audience members and volunteers who care about piano?
- Love working with colleagues to create transformative musical experiences?

If you answered yes to these questions, we hope you will consider applying to join our team.

Piano Cleveland is a small but mighty arts organization dedicated to promoting the future of piano music both in Cleveland and abroad. We are best known for our signature event, the Cleveland International Piano Competition, in addition to presenting concerts and community engagement experiences for piano lovers of all ages and backgrounds.

Administrative and Events Coordinator

JOB PROFILE

You will manage the “nuts and bolts” of all of our programming and administrative tasks. As the face of our box office and head event coordinator, you will work first-hand with our audience members, volunteers, and external contractors and venues to execute events smoothly and successfully. In addition to heading up office-related tasks, you will work with presenters around the world to showcase our CIPC Medalists. And not least of all, you will be a crucial member of our nimble and creative team as we create and present exciting events for our communities.



RESPONSIBILITIES

Manage all details of concerts, events, and Cleveland International Piano Competition, including but not limited to:

- Booking venues, practice spaces, and reception spaces
- Coordination of travel, housing and schedules for visiting artists, jury and contestants
- Manage application process for all competitions using Acceptd
- Box office ticketing and pricing, including on-site box office support for performances
- Executing contracts and being point of contact for independent contractors (audio, video, piano tuners, etc.)
- Management of volunteer and professional staff teams necessary for execution of events
- Coordinate additional events in partnership with other staff members, such as galas, donor receptions, and education projects
- Organize details of booking CIPC Medalists with presenting organizations, including communicating logistics and executing contracts
- Create and distribute materials for our Board of Directors and its committees, including agendas, meeting materials, directories, calendars, etc.
- Perform office administrative tasks, including mailings, updating various CRM systems, and other office-specific tasks
- Responsibilities are 70% events/operations and 30% administrative

QUALIFICATIONS AND SKILLS

- Bachelor's Degree, or equivalent combination of education and experience
- Excellent project management skills, including being able to create plans, prioritize initiatives and execute according to deadlines
- Ability to handle multiple projects at once
- Detail-oriented
- Takes initiative
- Personable, comfortable interacting in person and via phone with patrons and volunteers
- Willing and excited to be a part of a collaborative and supportive team in a fast-paced creative environment
- Preferred but not required
 - Knowledge of classical music and/or piano music
 - 1-3 years of relevant work experience, especially in a non-profit setting



SALARY, BENEFITS, AND SCHEDULE

- \$40,000 - \$45,000 per year, with paid vacation and health insurance benefits
- Office hours are 10am – 4pm; additional hours needed for special events on evenings/weekends (scheduled in advance, dependent on programming)
- Piano Cleveland is a flexible work environment. You would be expected to be in the office for the first 2-3 months of training; after that, if desired, a schedule of in-office/work-from-home days would be created with the Executive Director (i.e. 2-3 days at home per week or similar).

Piano Cleveland is an equal opportunity employer.

TO APPLY

Please send your resume and cover letter detailing why you are interested in this position to Marissa Moore, Executive Director, at marissa.moore@pianocleveland.org

Application Deadline: Monday, November 15 at noon.