

Position: Program Director

Status: Accepting applications. Open until filled.

Early Music in Columbus (Columbus, Ohio)
Homepage: www.earlymusicincolumbus.org

Early Music in Columbus is accepting applications for the position of Program Director, with a start date of July 1, 2016. The position is part time. Compensation commensurate with experience.

Early Music in Columbus is a concert series dedicated to the music of the Medieval, Renaissance, Baroque, and Early Classic Periods. Established in 1980, the series consists of at least six concerts per year and is co-sponsored by the Friends of Early Music, Inc., and Capital University. The series regularly draws some of the finest national and international artists as well as talented local artists.

Responsibilities:

- Plan and administer the Early Music in Columbus concert series, including communication and negotiation with artists, coordination of artist travel and lodging, booking of concert venues, administration of subscription and advance ticket sales, and preparation of concert programs.
- Coordinate marketing and publicity for the series, including both traditional media and social media. Work with web master to keep the web site up to date.
- Prepare grant proposals for major grants from the Greater Columbus Arts Council, Ohio Arts Council, Columbus Foundation, and other agencies as appropriate, and prepare the necessary reports as required by these agencies.
- Administer finances for the series, including maintenance of the Friends of Early Music (FOEM) financial accounts and handling of accounts payable. Work with the Treasurer of FOEM to prepare an annual budget and financial reports for meetings of the Board of Trustees of FOEM. Work with the Treasurer and accountants to complete annual audit and tax returns.
- Communicate regularly with officers and members of the Board of Trustees of FOEM. Maintain relationships and communications with relevant departments of Capital University, funding organizations, and other arts organization of comparable size and mission. Delegate tasks as appropriate to Board members and committees and to other volunteers.
- Additional duties as required. A detailed job description is available upon request.

The ideal candidate will possess the following qualifications:

- Strong organizational skills
- Strong communication skills (both verbal and written) and comfort with public speaking
- Experience with marketing and publicity (both traditional media and social media)
- Experience preparing grant proposals and working in a non-profit environment
- Experience working with budgeting and financial statements
- Familiarity with desktop publishing and spreadsheet software.

Please send resume and cover letter to:
Ron Cook (srcookjr@columbus.rr.com)

Applications will be reviewed beginning January 15, 2016. The position will remain open until filled.