

||: ProMusica

CHAMBER ORCHESTRA
DAVID DANZMAYR, MUSIC DIRECTOR

Job Title:

Administrative Coordinator

Type:

Part Time, average 20–25 hours/week, \$25/hour
(Possibility of moving to full time)

Position Opportunity:

The **Administrative Coordinator** provides administrative and operational support to the CEO and serves as liaison to the ProMusica Board of Trustees. This position also works closely with the senior staff and performs a wide variety of administrative tasks and confidential work including scheduling appointments, handling correspondence, preparing reports, conducting research, and managing Board of Trustees relations. The individual will possess exceptional communication, organization and interpersonal skills, and a high level of professionalism to represent the CEO and the organization. This is a part time hourly position (with the possibility of moving to full time) and is needed on an average of 20–25 hours/week.

Core Responsibilities:

Administrative/Executive Support

- Support the CEO's needs by scheduling meetings, arranging travel, coordinating conference calls and presentations, and confirming appointments
- Oversee and prepare the creation and distribution of internal and external communications/correspondence for the CEO; prepare meeting agendas, presentations, and reports; organize and maintain confidential files
- Screen phone calls and mail, and prioritize, respond to, or redirect as appropriate
- Act as the primary liaison for IT support to troubleshoot and manage needs related to Outlook, Cloud storage, phone system, security alarm, etc.

Board Liaison Support

- Act as CEO's administrative liaison and support to Board of Trustees
- Schedule and manage preparations for all meetings of the Board including venue, invitations/RSVPs, agendas/materials, auxiliary supplies, and presentations
- Prepare minutes for approval and organize permanent record of official minutes and other proceedings of the Board
- In addition to Board meetings, prepare and distribute agendas and materials for Executive, Finance, and Nominating/Governance Committee meetings; identifying any required action items
- Maintain all documents and records including by-laws, member bios, committee membership, board roster, and conflict of interest forms
- Regularly update and manage both the Board Orientation handbook and prospective member information. Schedule orientation sessions and meetings with board member prospects
- Maintain historical records of Board Member terms and officer appointments

General Office Coordination

- Collect, process, distribute and log incoming mail
- Assist the CEO, Staff, and Board as needed at concerts and special events
- Manage reception area of the office; help greet visitors and patrons
- Support staff by performing general office duties to keep space organized and efficient including ordering supplies, tracking inventory and maintaining office equipment

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- Manage email accounts and respond to inquiries sent to the general ProMusica inbox as needed
- Other duties as assigned

Experience and Characteristics Required:

- 1-2 years relevant professional experience in office management/non-profit arts administration
- Exceptional organizational skills and attention to detail, especially in tracking and following up on items and issues in a timely manner
- Professional and resourceful, working independently and as a team player
- Excellent interpersonal skills with a professional demeanor to represent the CEO and organization to both external and internal constituencies
- Ability to build relationships with stakeholders (including staff, board, external partners and donors) in person, via phone and through written communications
- Discretion to handle confidential and sensitive information
- Ability to manage multiple projects simultaneously and within a fast-paced environment
- Forward-looking thinker, who actively seeks opportunities and proposes solutions
- Proficiency in Microsoft Office and willingness to learn new systems
- Passion for the arts a plus
- Flexibility to work outside normal office hours at concerts/events

About ProMusica:

ProMusica is 37 musicians from all over the country who are redefining what it means to be a chamber orchestra. Led by Music Director Danzmayr and Creative Partner, renowned violinist Vadim Gluzman, our vision is to engage, inspire, and connect people to the world around them through the joy of ProMusica. The orchestra both honors the classical traditions and champions the contemporary, with a deep commitment to new works, with 72 commissions, and over 120 premieres to-date. To read more about the orchestra, please visit www.promusicacolumbus.org.

To Apply:

Please email resume, cover letter and references to: Janet Chen, CEO at jchen@promusicacolumbus.org. Applications received by August 15, 2025, are ensured full consideration. No phone calls, please.

ProMusica does not discriminate in its employment decisions on the basis of race, color, religion, ancestry, age, sex, gender identity, sexual orientation, marital status, national origin, disability, veteran status, or any other protected class. As an Equal Opportunity Employer, we celebrate diversity and are committed to creating an inclusive and equitable environment for every staff member.