



Position: Arts Administration Associate

Direct Manager: BethAnne Kunert, Development Officer

ArtOps is a nonprofit organization providing a shared services model of administration, management and operations support for small to medium-sized arts nonprofits. By providing expertise and staffing to these organizations, we enable them to grow and fulfill their artistic mission. The collaboration across multiple institutions offers our employees a unique opportunity to broaden skills in their area of expertise while supporting the growth of arts in our community. Major partners are Detroit Chamber Winds & Strings and the Great Lakes Chamber Music Festival.

Who we're looking for:

The Arts Administration Associate has a strong desire for in a career in arts administration, an interest in classical music, and is extremely organized and detail oriented. This individual will engage with many constituents and must have exceptional communication skills. The ideal candidate for this entry-level position will have the ability to learn and execute a variety of activities essential to managing an arts non-profit.

Qualifications:

- Excellent organizational skills
- Ability to multi-task and problem solve
- Exceptional communication and collaboration skills
- Customer-focus
- BS/BA in Arts Administration, Music or Performing Arts, Business Administration, Marketing or relevant field
- Strong interest in classical music

Responsibilities include:

- Support the institutional development efforts for ArtOps, its partner and its clients
- Implement campaigns for individual donors
- Interface in person and electronically with sophisticated constituents
- Assist in marketing and implementing institutional programs, events and artistic activities
- Ensure smooth running of ArtOps office
- Oversee ArtOps general office management
- Execute other duties as assigned.

Hours:

This is a 40 hour per week position, requiring occasional nights and weekend concert coverage (schedule set with staff and successful candidate upon hire)

Application process:

The position is available August 1, 2021 and offers a stimulating work environment. Salary is commensurate with experience. Resume and cover letter may be sent to carbonara@art-ops.org. No phone calls, please.