



FISCHOFF

NATIONAL CHAMBER
MUSIC COMPETITION

119 Haggar Hall, Notre Dame, IN. 46556
fischoff.org • (574) 631-0984

Fischoff Program Assistant

Job Description

Created: October 2019

*The Fischoff National Chamber Music Association is looking for a proactive, detail-oriented team player who desires to be a part of the longest running and largest national chamber music competition. The **Program Assistant** will be responsible for office management, program support for Mentoring Project, event support for Double Gold Tour, Gala and Competition, donor and board support and assistance with marketing and social media.*

Who we are:

Mission: Inspiring lives through breathtaking performances.

The Fischoff Competition is the largest chamber music competition in the nation and the longest consistently running chamber music competition in America. More than 7,000 musicians have participated from across the nation and around the world. Many have gone on to distinguished careers in music performance and education, and several have gone on to winning Grammy Awards.

This unique arts organization has secured its place as the nation's premiere educational chamber music competition because of its extensive outreach programming during the competition and throughout the year. The Fischoff uniquely partners with competition alumni to bring free, innovative music programs directly to children in their own schools and community centers. Known as Fischoff Arts-in-Education Residencies, these programs have served more than 75,000 community children since 1995 and reach more than 4,000 underserved and at-risk young people annually.

Who we need:

We are looking for someone with a commitment to the Fischoff values supporting our mission of excellence, educating the next generation of musicians, and instilling a love of chamber music.

The Program Assistant's top priorities will be:

- **Social media:** Collaborate with Fischoff's leadership team to promote and provide engaging content for upcoming events, Fischoff alumni news and Fischoff's impact in the community via our social media outlets on Instagram, Twitter and Facebook. Assist with keeping the website up to date with latest content.
- **Administrative support:** Provide essential administrative support to Fischoff's Executive Director and other members of Fischoff's leadership team to ensure efficiency in our office and timely communications with our musicians, affiliates and donors. Manage office and competition supplies.



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- **Event support:** Support fall Double Gold Medal tour logistics. Assist with annual Gala in January. Support education outreach events and Mentoring Project throughout the year. Be an integral member of the team to support the 47th Fischoff competition and associated events in May. Provide support for board meetings, donor-focused events, and partnership-building events. Proactively manage details regarding scheduling, venue, food, AV, travel, lodging, and materials for competitors, jurors and other musicians.
- **Donor and grant support:** Enter in donor gifts and contact information updates into the Fischoff donor database. Assist with donor acknowledgements, annual mailings and other event invitations and RSVPs. Track demographic information from events and outreach programs used for grant reports.
- **Materials and mailings:** Support administrative needs related to Fischoff materials and mailings, to be shared with competitors, donors and partners. Print, copy, and assemble materials for internal and external distribution.

Qualifications

Required:

- A deep commitment to the mission of Fischoff
- Bachelor's degree
- Proficient in Microsoft suite and Google applications (Google Calendar, Google Drive, Google Sheets, Google Docs).
- Demonstrated ability to execute social media plan on platforms such as Instagram, Twitter and Facebook.
- Ability to learn online donor database used by Fischoff.
- Highly organized with ability to juggle multiple demands simultaneously.
- Strong written and oral communication skills.
- Self-directed, with willingness to take initiative.

Preferred:

- Proven resourcefulness and independence.
- Ability to work on and with a dynamic team.
- Two or more years of work experience.
- Experience in the arts and an appreciation for chamber music.

Compensation

- September through May, Monday-Friday 30-40 hours per week, June-August hours can be flexible; Some evenings/weekends will be required around fall tour and competition.

If you would like to apply for this position, please send a cover letter and resume to Kara Kane at kara@fischhoff.org.