



FISCHOFF

NATIONAL CHAMBER
MUSIC ASSOCIATION

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Fischoff Program Manager Job Description

Created: June 2021

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 Manager will be responsible for office management, program support for the Fischoff Chamber Music Academy, event management for Double Gold Tour, Arts-in-Education residency, Gala and Competition, grant reporting, donor and board support, assistance with marketing, social media and ensuring website content is fresh.

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 7,600 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 91,000 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 Manager's top priorities will be:

- **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, event and competition supplies. Assist with annual office and organization support such as audit preparation and Notre Dame facility and IT system needs. Support Academy Director and the Fischoff Chamber Music Academy for local pre-college musicians. Duties include assisting with Academy masterclasses and concerts. Track grant reporting metrics from all events and outreach programs. Administer program evaluations, track results and use feedback to build upon lessons learned to enhance programs and events.
- **Event support:** Support fall Double Gold Medal tour logistics and Arts-in-Education residency. Serve as liaison between Fischoff and area schools. Coordinate event logistics and RSVPs for annual Gala in



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January. Support education outreach events including Peer Ambassadors for Education and Fischoff Chamber Music Academy throughout the year. Be an integral member of the team to support the 48th Fischoff competition and associated events in May. Provide support for board meetings, donor-focused events, and partnership-building events. Proactively manage details regarding marketing, 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. Manage donor acknowledgements, annual mailings and other event invitations and RSVPs. Track demographic information from events and outreach programs used for grant reports. Assist in grant proposals and reporting by providing data and program details for grant content. Identify data entry best practices for donor management system and perform data clean-up projects consolidating donor and partner information from legacy systems.
- **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. Recognize funders, donors and partners through social media outlets and by producing video content to post. Assist with keeping the website up to date with latest content, sponsors and organization initiatives.
- **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 and Google suites.
- Demonstrated ability to create content on and 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

- Full-time; Evenings/weekends will be required around fall tour, gala 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.