

**Programs Assistant,  
Tuesday Musical  
Association**



Tuesday Musical, one of northeast Ohio's anchor classical music organizations, seeks for a newly created position of Programs Assistant. The Programs Assistant will work with all education and community programs, as well as support fundraising and development initiatives. The position is part-time, approximately 30 hours per week, and reports to Tuesday Musical's Executive and Artistic Director.

**Duties**

**Programs Support:**

- With the Executive and Artistic Director, coordinates education and community engagement programs.
- Work with guest artists and agents to create itineraries, secure lodging and arrange hospitality.
- Oversee the production of print materials including program books, and season brochure.
- Coordinate receptions and special events.
- Reach into the community to build relationships with potential partners for education programs.
- Work with appropriate committee chairs to assist with Members Programs, the scholarship program, Brahms Allegro Jr. Music Club, complimentary student ticket program.

**Development:**

- With the Artistic Administrator, manage donor listings in program books and on-line.
- Assist the Director of Development and Communications in preparing grant applications and funding proposals for foundations, businesses and government agencies.
- With Director of Development and Communication, oversee e-marketing and social media sites to keep content current and relevant to current TMA programming.

**Other Responsibilities:**

- Attend concerts, education programs, receptions, donor cultivation events, and membership meetings as necessary.

**Requirements and Qualifications**

- Bachelor's Degree required; advanced degree preferred, preferably in arts administration or an arts discipline.
- Proficiency in music and arts education curriculum and instruction.
- Proven leadership and success in development areas of campaigns, donor cultivation, membership development, and grant writing.

- Familiarity with database management tools and MAC platform.
- Superb professional communication skills, both written and oral. Ability to influence others.
- Exceptional organizational skills.
- Genuine commitment both to the mission of the Tuesday Musical Association as well as to the Akron and northeast Ohio community.
- Enthusiasm for working collaboratively with a dedicated team.

**Hours and Compensation**

This is a part-time position, approximately 30 hours per week. Some evening/weekend hours are required.

Tuesday Musical offers a simple IRA after one year of service, paid holidays and vacation. The actual rate of compensation will be commensurate with experience and qualifications.

**How to Apply:**

Submit a cover letter electronically detailing experience with the requirements described above; resume; salary history, and three references to [jhartzler@tuesdaymusical.org](mailto:jhartzler@tuesdaymusical.org), by July 31. Interviews will begin on or about August 22, 2018, with an anticipated start date of early September 2018.