Title: Senior Project Manager  
Status: Full-time Employee (40 hours a week, occasional weekend, and evening events)  
Reports to: Executive Director  
Location: Columbus, Ohio  
Salary: $52,000 - 65,000 plus benefits

Summary  
As an employee of a young and vibrant nonprofit organization, this project manager role is hands on with a variety of programs and duties to achieve goals and growth of the organization. We need someone who is attentive, able to work independently and loves music.

Responsibilities:  
- Reports to and provides support for the Executive Director in preparation for events, presentations, meetings, and general administrative duties  
- Management of donor, business, and government relationships  
- Responsible for planning, budgeting, scheduling, marketing, and execution of Gift of Music instrument drive, Earn As You Learn internships, Music Columbus/Music Everywhere, and other initiatives  
- Identifies sources of funding and assists with grant applications  
- Markets the Music Commission and its' programs to constituency and media  
- Attends and manages select events that occur on evenings and weekends  
- Collaborates with staff to create ad mats, and artwork  
- Maintains and reports on the effectiveness of social media accounts, mailing list, and programs  
- Expand constituency and recruit new members

About You: This is an opportunity to develop an exciting career in the art and music community of Columbus. We need someone who can handle juggling several assignments, works well under deadline pressures, and has absolute attention to detail. You should be comfortable in both a professional office setting and communicating people in our diverse music and business communities.

Additional Qualifications and Requirements:  
- Bachelor’s degree preferably in Business, Communications, Arts Management, Human Development or equivalent work or project experience  
- Excellent verbal, written, and phone skills  
- Skilled with social media and digital marketing platforms (i.e., Facebook, YouTube,
Soundcloud, Twitter, Instagram, LinkedIn, Tik Toc etc.)

- Excellent skills using Zoom, CRM, Microsoft Office (for Word, Excel, and PowerPoint) and Google Applications
- Adept with Photoshop, Adobe, and design skills (a plus)
- Able to attend local or regional night and weekend music, networking events as needed
- Familiar with operations of a non-profit organization (a plus)
- Experience with grant writing (a plus)
- General knowledge of the music/entertainment business (a plus)
- Familiarity with Columbus music/art scene (a plus)

About Us:

The Columbus Music Commission is a non-profit 501(c)(3) that was founded through a community movement in Columbus, Ohio. We connect music makers, music commerce, business, philanthropic and government community to engage in and support creating, performing, and promoting music.

Our Core Values Include: Collaboration, Inclusivity, Inventiveness, Transparency, and Nurturing. Our organization is made up of a diverse board of directors, advisors, and supporting organizations that are engaged with the music community in Columbus, Ohio and beyond.

Accountability:

The Columbus Music Commission is an equal opportunity employer and is committed to maintaining an active nondiscriminatory work environment. We do not discriminate based on race, color, religion, ancestry, national origin, sexual orientation, age, sex, gender identity or expression, familial status, veteran status, military status, genetic information, or disability or any other factor protected by applicable law.

Qualified and interested applicants may apply by sending a resume and cover letter to:
Bruce Garfield, Executive Director
BruceGarfield@MusicColumbus.com