

Overview

Position Description: Administrative Program Coordinator

Organization: JazzArts Charlotte

Location: VAPA, 700 North Tryon Street, Charlotte, NC, 28202

Founded: 2009

Reports To: President and CEO



History

JazzArts Charlotte is a Charlotte-based nonprofit arts organization committed to connecting the community and developing an audience for jazz through quality education, performance excellence, and musician support. Established in 2009 by co-founders Lonnie and Ocie Davis, JazzArts strives to serve as a catalyst for cultural enrichment and music education that brings creative inspiration to the lives of people in the Charlotte region.

Since its founding, JazzArts has grown considerably to include two primary programmatic offerings: Performance programs, including the JAZZ ROOM @ The Stage Door Theatre and the JazzArts Academy, comprised of youth workshops and ensembles, camps and outreach to local schools. The JAZZ ROOM is a multi-performance, monthly concert offering in uptown Charlotte taking place on Friday and Saturday nights (with extended weekends including Thursday). Earned revenue from the JAZZ ROOM coupled with contributed revenue fuels the JazzArts Academy, which provides jazz music education for thousands of students of all ages and backgrounds, annually.

Milestones

JazzArts is at an important inflection point, with encouragement from local and national funders and audience members, to take a significant step forward in service to its mission. With high quality programming as its hallmark, JazzArts has a solid organizational foundation to grow. The organization's leadership has developed a long-term vision of increasing impact through performances, educational programming and musician support, continuing its mantle as Charlotte's premiere jazz organization.

The Role: Administrative Program Coordinator

This is a full-time position working 35+ hour/week. The successful candidate will be a motivated self-starter who is well organized, creative, and experienced in managing a variety of tasks with excellent customer service skills. The JazzArts Administrative Program Coordinator will report to the President of the organization. The primary purpose of this position is to handle day-to-day operations involving primary "front-line" and programmatic communication, check requests, contractor and merchant payments and reconciliation support, e-mail and phone correspondences, and any other duties of an administrative/program support nature. This is a great opportunity for someone with exceptional administrative skill, a passion for music and a keen interest in learning this sector of the nonprofit industry. This is an employee position, which does include employee benefits.

Essential Functions

This list of duties and responsibilities is not to be all-inclusive and may be expanded to include other duties or responsibilities that management may deem necessary from time to time.

- Manage Jazz Academy registrations; Jazz Room memberships/renewals and program written and verbal communication
- Support relationship management between JazzArts Charlotte and community partners
- Maintain organizational membership registrations and other online initiatives
- Comprehensive training and support maintenance of JazzArts Altru database/CRM
- Process artist invoices and agreements for JazzArts presentations, performances, and educational programs
- Coordinate contractor payments and invoices
- Support programming and main coordination of school administration for Jazz in Schools Program
- Support concert performances, including merchandise management, hospitality management, artist liaison
- Manage JazzArts Volunteer process, including interviews, vetting and placement.
- Process JazzArts payments and reconciliation on a weekly/monthly basis

Qualifications and Requirements

- Minimum bachelor's degree
- 2+ years work experience in an arts, education, and/or business-related field
- A strong personal commitment to the JazzArts Charlotte mission and vision
- Positive Outlook; energetic collaborator skilled in building and facilitating relationships
- Excellent time management skills
- Excellent organization, inter-personal and professional written and verbal communication skills
- Detailed oriented; ability to manage multiple tasks and work independently
- Computer applications: Microsoft Suite (Word, Excel, Outlook, Teams, SharePoint)
- Experience with Altru CRM and reporting software a plus
- Familiarity with the Jazz artform, and history (both Classic and Modern) a plus

To Apply

JazzArts Charlotte is an Equal Opportunity Employer committed to inclusive hiring and dedicated to diversity in its work and staff. Employment decisions are made without regard to race, color, religion, gender, sex, national origin, physical or mental disability, age, sexual orientation, veteran status, or any other characteristic protected by applicable state or federal law. JazzArts Charlotte encourages candidates of all groups and communities to apply for this position.

Beginning November 8, 2023, all inquiries, nominations and applications are to be directed via e-mail at info@thejazzarts.org . Applications must include a cover letter and resume. Please indicate where you learned of the opportunity. NO PHONE CALLS PLEASE.

To learn more about JazzArts Charlotte please visit: www.TheJazzArts.org