**Office and Events Administrator**

The Chopin Foundation is seeking an Office and Events Administrator. The right candidate will have exceptional organizational skills and the ability to multi-task. The successful applicant will play a key role within the Foundation and will be responsible for coordinating all operational facets of the Chopin Foundation’s signature programs and events.

**Desired Skills:**
- Organized and detail-oriented with ability to manage all tasks associated with planning events and programs – both in person and virtually.
- Experience working with multiple stakeholders including Foundation members, music enthusiasts, sponsors, vendors, venues, and artists.
- Strong written and communication skills. Ability to communicate effectively with creatives, sponsors, volunteers and others.
- Strategic and creative thinker with innovative vision and an affinity for out-of-the-box thinking.
- Ability to assist with marketing and outreach to promote events and programs through emails, social media, and analytics (Constant Contact experience a plus)
- Proficiency in developing registration for various types of events and programs
- Competency in using office software including Microsoft Office (a must), Adobe Creative Suites (desired)
- Highly motivated, self-starter with self-discipline and capacity to work independently as well as cooperatively.
- Ability to prioritize and follow through to meet deadlines.
- A good sense of humor and love of classical music couldn’t hurt!

**Qualifications:**
- 3-5 years of relevant office experience (preferred)
- Bachelor’s degree (preferred)
- Experience working in the arts, non-profits, or related field (preferred)

Hours: Monday to Friday 9:00 am – 5:00 pm (flex hours possible); evenings and weekends only if needed. Time off will be provided for weekend hours worked during events.

Salaried Position - commensurate with experience.

**To Apply:**
Please send a cover letter with current resume by email to: info@chopin.org
Include “Office and Events Administrator” in the subject line.

This full-time, in-person position assumes responsibility for all day-to-day office management and actively participates in the following Chopin Foundation activities:
**Chopin For All** free concert series, Chopin Salons, and collaborative events - including contacting artists and partners, making travel and lodging arrangements, preparing programs and overseeing printing, distribution, publicity, and other necessary activities. Coordinating logistics with the venues, securing pianos, arranging rehearsal schedules, and all other related preparations.

**Polonaise magazine** – assist with gathering materials and coordinating the production, editing, design, printing and distribution/mailing of the magazine that is printed twice each year.

**Annual Scholarship Program for Young Pianists** – review applications, assist the Scholarship Committee, and coordinate all activities from promoting the program nationally to arranging the mailing of scholarship checks.

**Administration/office management** - Maintain/update filing systems (physical and computer); update and manage data base, and other administrative duties such as telephones, filing, and correspondence.

**Marketing Support** – Work with executive director and PR consultant to update website and schedule social media posts and weekly email newsletters. Elevate events and programs with promotional plans including digital marketing, advertising and outreach.

**National Chopin Piano Competition** (to be held next in 2025) – coordinate public outreach, advertising and promotion. Coordinate logistics with applicants, contestants, jurors, and all parties involved in the production of the Competition. Assist the Competition Director in all activities related to the event.

**Assistant to the Foundation’s President, Executive Director and the Board of Directors** in all Chopin Foundation activities not specified above, during office hours and/or after hours, if needed.

The above list of the essential functions is not intended to be exhaustive. The Chopin Foundation reserves the right to revise this job description as needed to comply with actual job requirements.

The Chopin Foundation of the U.S. is an equal opportunity employer and maintains a high standard for compliance with all employment laws, rules, and regulations. The Chopin Foundation celebrates and nurtures diversity among its employees and volunteers.