

Job title: Project Manager  
Status: Full time Employee (40+ hours/week), Exempt  
Salary: \$45,000/year  
Reports to: Executive Director  
Location: Columbus, Ohio

**Summary:** As the second full time employee of a startup nonprofit this project manager role is hands on with a variety of responsibilities. The role requires both working independently and with external stakeholders, under the leadership of the Executive Director. The role is dynamic requiring collaboration and relationship building efforts with Board of Directors, music and business community members, donors, city government, and non-profit organizations.

**Responsibilities:**

- Manage the *Gift of Music* instrument drive and *Music Business Mondays* program
- Manage donor database and mailing lists
- Create new programs and concepts to support the mission, in partnership with the Executive Director
- Provide organizational support to Executive Director in preparation for events, presentations and Board of Director meetings
- Organize volunteers for events and programs
- Draft and promote press releases and other communication to promote events, membership and activities
- Attend events and shows to recruit members and market programs (some weekends and evenings)

**About you:** This is your opportunity to build your career in the Columbus arts and music community and to develop your relationship building and project management skills in a nonprofit setting. We need a candidate who is a self-starter and who can develop the strategy to achieve a goal and then also have the attention to details to see the tactical plans through to successful completion.

This role is constantly engaging with others, so it requires an excellent communicator both in written and verbal skills. Professionalism, business etiquette, and tact when working with others are critical competencies. The ideal candidate loves to build sincere relationships and collaborate with diverse groups for the greater community good. Above all, a passion for music and the arts is must.

**Additional Qualifications and Requirements**

- Bachelor's degree in Business, Communications, Human Development or equivalent work or project experience
- Experience leading projects for the organization or team

- Experience developing a customer or client program or service offerings in a nonprofit setting, a plus
- Skilled with social media and digital marketing platforms (i.e. Facebook, YouTube, Soundcloud, Twitter, Instagram, etc.
- Excellent skills using Microsoft Office (for Word, Excel and Power Point)
- Skilled with using Apple products
- A track record of collaborating with groups, organizations, and strategic partners
- Able to attend local or regional night and weekend music, networking events as needed
- General knowledge of the music business (a plus)
- Familiarity with the Columbus music 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, and community to engage in creating, performing and promoting music. Our organization is made up of a board of directors, advisors, and supporting organizations that are engaged with the music community in Columbus, Ohio and beyond.

Our Core Values Include: Collaboration Inclusivity Inventiveness Transparency Nurturing Accountability

The Columbus Music Commission is an equal opportunity employer and is committed to maintaining an active nondiscriminatory work environment. We do not discriminate on the basis of race, color, religion, ancestry, national origin, sexual orientation, age (40 and older), 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 job applicants may apply by sending a resume and cover letter to [jmccallum@experiencecolumbus.com](mailto:jmccallum@experiencecolumbus.com)