

SEATTLE CHAMBER MUSIC SOCIETY

James Ehnes, artistic director

Position Announcement:

Development and Education Associate

Date posted: March 13, 2023

Application deadline: Open until position is filled

Position status: Permanent full-time salaried position

Salary Range: \$42,000 to \$52,000

Reports to: Director of Education and Community Engagement

Organization Mission and Programs

Established in 1982, the Seattle Chamber Music Society is among the world's leading arts organizations.

SCMS' mission is to foster the appreciation of chamber music in our region by presenting performances featuring world-class musicians in accessible and inviting formats, with an emphasis on developing a broad-based sustainable audience through education and community outreach. Each year SCMS presents world-renowned musicians in exciting and spontaneous ensemble performances of traditional, contemporary and seldom-heard chamber music repertoire. The *Summer Festival* presents twelve main series concerts in July and the *Winter Festival* presents six concerts over two weekends in January, all at Benaroya Hall's Nordstrom Recital Hall. World-renowned violinist and 2022 Gramophone Artist of the Year James Ehnes serves as the artistic director of SCMS.

In November 2021, SCMS officially opened the Center for Chamber Music. Located at the corner of Sixth and Union in the heart of downtown Seattle, the Center offers year-round concerts and events and serves as the administrative offices. The Center houses year-round residencies, community engagement programs, a new Academy for Chamber Music and more, while serving as Seattle's most intimate recital venue. Recent and upcoming community engagement programs include performances at a mental health ministry, sensory-friendly concerts, community concerts aboard The Concert Truck, programs for adults with dementia and more.

In addition to its superlative performances by some of the most recognized musicians in the world, SCMS distinguishes itself by going above and beyond in customer service, providing the best experience for patrons, donors, musicians, employees, volunteers and community members.

Position

Seattle Chamber Music Society seeks a dedicated teammate for the open position of Development and Education Associate. This teammate works with both the Development and the Education/Community Engagement teams at SCMS to further the impact SCMS is making in the community. An integral part of the organization, the Development and Education Associate plays a critical role in the success of Seattle Chamber Music Society.

The ideal teammate enjoys working with others, aspires to be involved in multiple aspects of the world's leading chamber music organization, and seeks career development in arts administration.

This is a full-time staff position and requires in-person work. The Development and Education Associate is expected to attend evening and weekend events related to SCMS activities.

Principal Duties

Development

- Create and provide timely gift acknowledgements.
- Assist in development operations, including coding gifts and updating the donor database.
- Create development reports for the Director of Development and Executive Director
- Manage the production and dissemination of annual giving solicitations.
- Assist with donor benefit fulfillment
- Coordinate development website revisions
- Create donor recognition lists and coordinate production of development marketing materials.
- Maintain and develop a small portfolio
- Supervise volunteers for development projects

Education and Community Engagement

- Assist with Academy for Chamber Music, including scheduling coaching sessions, staffing the Center on weekends and evenings, and scheduling hourly employees to staff the Center.
- Provide assistance with program evaluation and record keeping of Academy Alumni achievements

- Assist with preparation and execution for Community Engagement projects and initiatives.
- Support SCMS with program growth through research and surveys to inform best practices for community engagement and gather data on community needs and interests

Preferred Qualifications

- A love and appreciation of classical music, especially chamber music.
- Experience with Patron Manager, Salesforce or another CRM system is a plus.
- Excellent interpersonal and communication skills; ability to articulate ideas clearly and concisely in both written and oral format, and ability to build and maintain relationships.
- Excellent writing skills and attention to detail.
- Commitment to working as a member of a team.
- 2+ years in development experience at a non-profit.

Compensation and Benefits

- Salary range: \$42,000-52,000
- Health, dental and vision insurance (SCMS pays 90% of premium)
- 6% SEP retirement plan contributions
- Vacation (15 days/year) and sick leave

Diversity Statement

SCMS is committed to hiring and retaining a diverse staff and acknowledges the ongoing challenges the classical music community faces in building practices around equity and inclusion. We welcome differences and strive to increase participation from traditionally underrepresented groups. SCMS honors the experiences, perspectives, and unique identities of its employees and strives to create a working environment which is inclusive, equitable and welcoming for all.

Seattle Chamber Music Society is an equal opportunity employer. SCMS does not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation or military status.

Application

To apply, email john@seattlechambermusic.org with a cover letter and resume and include "Education and Development Associate" in the subject line.

Contact john@seattlechambermusic.org or 206-283-8710 with any questions.