



Position Description

Title: Office Coordinator

Location: Indianapolis, IN

Type: Hourly, part time (up to 20 hours per week)

Organization: Classical Music Indy

Reports to: President & CEO

Hourly Rate: \$20 per hour

Work Environment: Remote office environment with requirements for some on-site work weekly.

Position Summary:

Classical Music Indy (CMI) is seeking an outgoing, self-motivated individual for the position of Office Coordinator. This new position will work closely with the CEO, directors, and managers to understand their respective area's needs to provide effective and appropriate administrative functions that will strengthen the entire team's ability to deliver CMI's mission and vision.

Essential Duties and Responsibilities:

Coordinate Office Operations

- Collect weekly mail at both PO Box and rented CMI office(s) at WFYI Public Media.
- Organize and maintain organizational files, both business and archival.
- Order all organizational supplies and appropriate recording of these expenses.
- Coordinate office space (ensuring necessary materials are stocked, maintaining a tidy and orderly environment, ensuring working order of clocks, lighting, and office equipment).
- Support new employee, intern, and volunteer onboarding.
- Coordinate communications received via internet phone system.
- Maintain payments for software and other online subscriptions.
- Coordinate meeting logistics (room scheduling and setup, audio/visual needs, refreshments, sending calendar invitations and reminders, greeting guests upon arrival, teardown).

Financial Management

- Process Accounts Payable invoices/bills received weekly.
- Process Accounts Receivable weekly and make weekly bank deposits.
- Gather pricing information and quotes for needed supplies and equipment.

- Assist in gathering materials for required federal and state annual filings and reports, e.g., Financial Review, Form 990, Systems Administration Management (SAM), U.S. Census Bureau Economic Census.

Sales and Fundraising

- Support all team leaders in establishing effective and efficient external relations by coordinating CRM software that supports tracking of constituent, artist, customer, or partner interactions.
- Enter all donations in the donor database and prepare associated gift acknowledgement letters.
- Maintain electronic and paper files for donor, sales, and other constituent relationships.
- Prepare draft agreements for sales clients.
- Prepare donor communications including solicitation letters and general correspondence.
- Serve as RSVP contact for donor events and generate attendee reports prior to events.

Organizational Communications:

- Assist with Board of Directors meeting scheduling and associated communications.
- Assist with compiling and preparing board meeting materials.
- Assist with social media posting and e-newsletter distribution.

Qualifications:

- Minimum of a bachelor's degree or equivalent work experience with 2+ years of experience in applicable office, industry, or professional field environments.
- Broad knowledge of classical music is not required, but a strong appreciation of the genre is a must.
- Able to maintain effective, positive interpersonal relationships with internal team members and external stakeholders, including a steadfast commitment to diversity, equity, access, and inclusion.
- Able to collect, organize and analyze data.
- Excellent verbal and written communication skills, with strong command of grammar and spelling.
- Highly organized, deadline-driven, and detail-oriented.
- Able to multitask, prioritize, and learn quickly.
- Proficient in Microsoft Office products, G Suite (Google) products. Proficiency in Slack and Adobe are helpful, but not required.
- Willingness to assist with all tasks needed to ensure the success of CMI.
- Professional demeanor, engaging personality, adaptability, patience, and highly motivated work ethic.

Compensation:

This hourly part-time position is paid at \$20 per hour. Other benefits include:

- Participation in a dynamic and engaging team-centric work environment.
- Hybrid office environment with working both remotely and on-site.
- Interfacing opportunities with CMI leadership and creative consultants.

- While a regular, established weekly work schedule during normal business hours (between 9am-5pm) is most desired, flexible work hours may be accommodated as needed.

About Classical Music Indy

Founded in 1968, [Classical Music Indy](#) has provided over 50 years of free classical music to greater Indianapolis and remains the premier classical music broadcast syndicator in Central Indiana. Classical Music Indy reaches over 335,000 audience members annually through its five core program areas:

- Digital Media Content Creation, which includes classical music radio syndication, streaming, podcasting, music videos, and NOTE magazine;
- Artist Engagement, which includes contracted performances, commissions, and fellowships;
- Community Outreach, which includes free public performances in both live and virtual settings;
- Music Education, taught from K-12 curriculum tied to state and national standards; and,
- The Peck Classical Music Library, a diverse collection of over 48,000 sound recordings serving as the hub for collecting, preserving and distributing the organization's content.

Classical Music Indy's vision is to be the most accessible provider of high-quality classical music opportunities for audiences and artists in Central Indiana. This inspires unique content offerings, collaborations, and audience development by leveraging exceptional staff talent, artist engagement, and strategic partnerships. With recent expansions in content development, the organization is quickly positioning itself as the leading classical music content creator for the Central Indiana music economy.

Classical Music Indy embraces diversity, equity, access, and inclusion as central to our mission, vision and core values, and as critical to the well-being of our staff, artists, constituents, and communities we serve.