



OPEN POSITION, Events Manager

Cleveland Classical Guitar Society (CCGS) is hiring an **Events Manager**, who is a core part of the CCGS team and will help to bring the organization and its community impact to the next level.

To apply for the position, please send an email to Erik Mann, Executive Director, at info@cleguitar.org. The subject line should read “ Events Manager Position”. Your email should include a C.V. or resume and a cover letter which gives examples of your relevant experience and describes your interest in this position. You can email with questions about the position as well. Review of candidates will begin November 10, 2021, with an approximate start date of January 3, 2022.

The Events Manager has a friendly personality and is detail-oriented. They have a clear vision for creating well-run, welcoming events, and are responsible for every aspect of preparing for and managing live and virtual events. This position also includes managing a portion of administrative work, and providing assistance to staff on other projects for the organization. Candidates must have experience managing events, managing volunteers, running some basic AV, and editing video.

The candidate must have their own office space with reliable internet. CCGS provides a computer and other equipment. This job requires running events that are typically on weekends and nights. A portion of the work is remote. Salary range is \$35,000 to \$48,000 based on work experience, with health insurance available.



About Cleveland Classical Guitar Society

Cleveland Classical Guitar Society (CCGS) is a 501(c)3 nonprofit organization founded on the belief that music can create positive social change. CCGS is dedicated to providing life-changing opportunities for students in the City of Cleveland through the [Education Program](#), affording them an outlet to express themselves, think creatively, and realize their potential in music, school, and beyond. The [International Series](#) has established itself as one of the finest series in the country, presenting a roster of internationally renowned artists. Guitarists in the greater community of all ages and abilities are encouraged through events such as open recitals, masterclasses, and guitar orchestras. CCGS has made a big impact on the field by commissioning new works by underrepresented composers, such as through [Creative Fusion](#). CCGS's mission is:

TEACH, INSPIRE, CONNECT

TEACH – CCGS creates life-changing experiences for Cleveland's kids.

INSPIRE – CCGS presents the world's greatest performers.

CONNECT – CCGS provides meaningful connections between people.



Job Title: Events Manager
Reports to (Title): Executive Director
FLSA Status: Exempt
Salary range: \$35,000-\$48,000, based on experience
Benefits: Health insurance

Job Summary: The Events Manager is responsible for managing live virtual events, adhering to COVID safety measures, editing and producing virtual events, working with contractors to market events, designing concert programs and other materials, customer service (managing email and phone), and managing ad exchanges with other concert organizations. This position also includes managing a portion of administrative work, and providing assistance to staff on other projects for the organization.

Salary range: \$35,000-\$48,000, based on experience.

Essential Functions:

Concerts and Events

- Manage all public concerts and community events, making each event professional and positive for every performer and attendee.
- Push toward making the International Series the most welcoming concert series in Cleveland.
- Create clear directions online and signs at venues for all live events.
- Manage or assist in school concerts as needed.
- Operate or delegate operation of AV equipment as needed.
- Design and manage all virtual events (International Series, Virtual Community Events, etc.).
- Edit video for virtual events and other virtual content.
- Create and manage virtual events.
- Manage schedules for out of town artists, and drive/ accompany them as needed.
- Work toward strategic goals to improve the International Series and other major events each year.
- Organize all materials needed for concerts; print signs as needed. Pay artists.
- Create and maintain volunteer management system; coordinate volunteer orientation and training; maintain friendly and positive relations with all volunteers.
- Respond to customers via organizational emails and phone calls.
- Create written programs for smaller events, such as open recitals, masterclasses, etc.
- Manage lists of ticket buyers and will-call lists.
- Keep records of events stats, such as sales, attendance, etc.

Marketing



- Oversee marketing personnel for design of marketing materials such as: Annual Report, Season Brochure, concert programs, brochures for Education Program, etc.
- Work with marketing personnel on improving marketing for events and increasing social media engagement.
- Manage ad exchanges.
- Ensure the website is up to date.
- Connect with community groups, including the Latinx community.
- Take photos and videos of Education Program and events for marketing materials as needed.

Board Activities

- Serve on 1 board committee (typically Communications Committee).
- Keep the Board members updated on concerts and other events.

Other duties as assigned.

Job Requirements:

- 2+ years of experience in event management.
- Experience in video editing.
- Excellent organizational skills with a strong attention to detail.
- Strong writing and proofreading skills.
- Proficiency in using and collaborating through Google Workplace (at minimum Google Docs and Sheets).
- Availability on weekends and evenings.
- Background in, or knowledge of, classical music preferred but not required.
- Ability to work independently, take initiative, and prioritize.
- Must be able to work moderate hours with a computer.
- A passion for CCGS's mission.

Supervisory Responsibilities: Marketing contractors.

Working Conditions / Physical Demands: General office environment, must be able to utilize a phone, computer and screen and other office equipment. While performing the duties of the job, the employee is frequently required to sit; talk; or hear and occasionally stand, walk, reach, stoop, or kneel. Must be able to occasionally lift up to 25 pounds. Must be able to travel locally to sites and programs.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. At the employee's request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.



Cleveland Classical Guitar Society is an equal opportunity employer, and does not discriminate based on race, religion, sex, sexual orientation, gender identity, age, national origin or ancestry, citizenship status, physical or mental disability, genetic information, veteran status, uniformed servicemember status, or any other status protected by federal, state or local law.

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