



**Position: Executive Assistant**

**Salary: \$20 per hour**

**Hours: Approximately 15 hours per week (dependent on event schedule and season)**

The **Stulberg International String Competition** seeks a proactive, organized, productive, and passionate individual for an exciting position at a nonprofit classical music organization in Kalamazoo, Michigan. This Executive Assistant position will support the day-to-day activity of the Stulberg and the numerous projects, events, and ongoing work of the Stulberg Competition. This position reports directly to and works closely with the Executive Director. The individual should be comfortable working independently, have strong communication skills, be detailed oriented, and exhibit a collaborative spirit. The individual will regularly interact with Board members, major donors, and the wonderful Stulberg competitors and artists. A background in classical music and a deep love for music is a plus!

This is a great opportunity for someone interested in working in arts administration, and eager to gain valuable experience with a legacy arts organization poised for a great next chapter. The Stulberg is embarking upon several initiatives and projects as we gear up for the 50<sup>th</sup> anniversary in 2025. This position will offer hands-on experience which will serve as a great steppingstone for future arts administration work.

The Stulberg's young artists are the leaders of the future - stars who combine world-class talent with creative vision to bring new reach and relevance to classical music. For nearly 50 years the Stulberg has discovered extraordinary young musicians and given them performance and outreach opportunities, both locally and nationally. These brilliant young people are future leaders and are an absolute delight to work with. Working at the Stulberg is an investment in the future of the arts.

The Stulberg is a small nonprofit located in the heart of the arts community in the Epic Center in downtown Kalamazoo. Be part of a close team ready to pitch in with a strong spirit of collaboration.

## **JOB RESPONSIBILITIES:**

Support the Executive Director in:

- Day-to-day operations
- Board communications
- Donor relations
- Event planning
- Travel coordination
- Project implementation and coordination
- Social media

Regular written and phone communication

**The Stulberg International String Competition**  
359 S. Kalamazoo Mall, Ste. 14  
Kalamazoo, MI 49007



Regular work in project coordination, creating follow-up tasks and timelines, and office organization

Supporting the Executive Director to deepen the Stulberg's educational and outreach initiatives

Ticket sales and tracking

Volunteer coordination

Sponsorship and advertising support

The Stulberg currently operates with a hybrid model of office and remote work. This individual must be able to come to the office at least twice a week. There will be occasional work in the evenings and weekends.

### **QUALIFICATIONS:**

Undergraduate degree in classical music/nonprofit management preferred or comparable experience

Competency with office technology – email, G-suite, calendars, Microsoft word

Ability to learn new software and systems

Detail-oriented and organized, productive, and driven towards results

Great written skills

Strong interpersonal communication skills and ability to work well on a team

Comfortable working in a fast-paced environment, juggling many projects, and meeting deadlines

Self-starter that's driven to contribute to the team and the longevity of the Stulberg Competition

To apply, submit a cover letter and resume to [info@stulbergcomp.org](mailto:info@stulbergcomp.org). The deadline for applications is Friday, March 1, 2024.

The Stulberg is an equal opportunity employer and seeks to diversify its staff. All applicants will be considered for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age.

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