

Main Identity

From: "Mike Boberg" <mboberg@fineartsfund.org>
To: "Mike Boberg" <mboberg@fineartsfund.org>
Sent: Thursday, July 03, 2008 9:47 AM
Subject: FW: Job Openings Week of June 30, 2008

Michael Boberg

Associate Director, Arts Services
Program Manager, Arts & Culture Partnership
513.871.2787 ext. 19

From: Mike Boberg
Sent: Thursday, July 03, 2008 9:47 AM
To: Mike Boberg
Subject: Job Openings Week of June 30, 2008

All,

Below are the job openings for the week. As always, please help us forward the word on to your own networks or folks you know who might be looking. Thanks for your time. I hope everyone has a safe and dry Fourth holiday!

-Mike

Mike Boberg

Associate Director, Arts Services
Program Manager, Arts & Culture Partnership
Fine Arts Fund / 2649 Erie Avenue / Cincinnati, Ohio 45208
Tel: 513.871.2787 / Fax: 513.871.2706
Your City. Your Arts. Your Turn. / www.fineartsfund.org

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Job Opening

Associate Director, The World Piano Competition

Responsibilities

- Chief Information Operations Manager. The World Piano Competition holds events throughout the year including concerts, an educational program, and culminating in its yearly competition held each summer. Reports to Board of Directors.

Requirements:

- A four-year college degree is required preferably in a related field; a minimum of three years experience working in the non-profit sector.

Status/Hours

- Full-Time
- 35 hours/week, Monday – Friday (occasional nights and weekends)

Skills and Experience

- Strong Database-Office Professional-Excel-QuarkXpress-Access skills

- ❑ Office Manager experience
- ❑ Create Goals and Production schedule
- ❑ Experience working with diverse marketing groups
- ❑ Marketing and PR experience beneficial
- ❑ Compassion for music, especially piano
- ❑ Excellent communication and writing skills
- ❑ Finance and fundraising experience preferred

Please send resume and salary requirements to Search Committee at wpc@cincinnatiwpc.org.

CINCINNATI PLAYHOUSE IN THE PARK

DIRECTOR OF FINANCE:

The Tony award winning Cincinnati Playhouse in the Park has an immediate opening for the Director of Finance to oversee the daily functions of the finance office. Responsibilities include but are not limited to: Administering the day to day business functions, financial and management reporting, internal controls, and cash flow, and maintaining the general ledger accounting system, cash management, payroll, benefits, and office administration. Shares HR responsibilities with the General Manager. Participates actively in budgeting (\$10.8 million) and works directly with the external auditors. Supervises a full time staff of 3.

The position reports to the Executive Director.

Qualifications needed: BS degree (Finance/Accounting) and 5+ years experience (CPA preferred). Experience with FRx Report Writing and Microsoft Dynamics (Great Plains) preferred.

Please send a resume, cover letter and three references to:

Buzz Ward
 Executive Director
 Cincinnati Playhouse in the Park
 PO Box 6537
 Cincinnati, OH 45206
 Email: buzz.ward@cincyplay.com

The Playhouse is an Equal Opportunity Employer and seeks a diverse pool of applicants.

NO PHONE CALLS PLEASE

POSITION OPENING

APPLICATION

DEADLINE: JULY 18, 2008

EDUCATION PROGRAM MANAGER

The Cincinnati Arts Association (CAA) is seeking a self-motivated individual to fill this position at our Aronoff Center location. This individual's primary responsibility will be to carry out the administration and implementation of CAA's education programs, including all aspects of The Overture Awards Competition and Academy; and to provide administrative support to the Director and Assistant Director of Education. Duties include, but are not limited to; maintain all aspects of the Overture programs including; overseeing regional, semi-final, and finals competition; supervise volunteers & staff; coordinate all correspondence, hospitality and technical arrangements; represent the Overture programs at various schools. In addition, assist with curriculum materials and marketing strategies and materials, including coordination of web-based communications, for all other education programs. Strong written, verbal, interpersonal skills with the ability to communicate with a divergent population; strong organizational skills and attention to detail; ability to work flexible hours including eves and weekends as needed. Associates degree (or higher) preferred and a minimum of two years' related experience; or equivalent combination of education, training and experience. Knowledge of arts education practices in a nonprofit or school setting required. Advanced computer skills, including Microsoft Office (Access, Outlook, Excel). Competitive salary and benefits.

Interested candidates may complete an application at/or send resume by 7/18/08 to: Cincinnati Arts Association, Attn: Human Resources, 650 Walnut Street, Cincinnati, OH 45202. Or email: HR@cincinnatiarts.org. No phone calls please. The Cincinnati Arts Association is an Equal Opportunity Employer.

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Internal Virus Database is out of date.

Checked by AVG.

Version: 8.0.100 / Virus Database: 270.4.1/1522 - Release Date: 6/27/2008 8:27 AM