Development Associate

Reports To: Executive Director
Deadline to Apply: January 20, 2023. Position will close once filled.

Job Description

Development Associate
The Cincinnati Chamber Orchestra (CCO) seeks a driven, organized Development Associate who possesses superior communication and organizational skills, for our 2023 summer festival season. This position offers college students an opportunity to learn about the behind-the-scenes operations of a chamber orchestra during the CCO’s 9th annual Summermusik festival season.


Working hours: 40 hrs/week: Monday through Friday, 9:00am-5:00pm with additional hours on days of performances and events. Please note: Due to the compact nature of the schedule of this festival, this position will require availability on several evenings and weekends. We will do our best to be flexible on office hours once the festival begins.

Stipend: $250/week for a total of $1,500. Associates receive complimentary event admission and performance tickets. Housing is not provided and is the responsibility of the Associate.

Responsibilities and Duties Include:
● Assist Executive Director with a variety of tasks to help connect with donors during the 2023 festival, including but not limited to:
  ○ Coordinate and manage onsite donor meet and greets
  ○ Organize and run onsite donor photoshoots
  ○ Manage distribution of donor thank you gifts
  ○ Assist with fundraising programs during our summer festival, including (as safe) donor events, dinners and fundraisers
  ○ Development copywriting, proofing and editing
  ○ Attend staff meetings as requested
● Provide general assistance to the CCO on various administrative tasks as assigned
● Build your Cincinnati artistic community network while working with many of the area’s top musicians

Qualifications Include:
● Experience working for not-for-profit organizations, preferably in the arts field
● Experience working in philanthropic departments or positions, preferably in the arts field
● Strong oral and written communication and analytical skills
● Strong computer skills in the Microsoft Office suite. Knowledge of Photoshop and Illustrator a plus
● Knowledge of database software, such as Spektrix, a plus
● Detail-oriented and organized with a demonstrated ability to multitask, prioritize and meet deadlines
● Ability to work effectively in a fast-paced environment
● Demonstrated self-starter, who can also work as a member of our fun team!
● Demonstrated ability to learn new technologies and solutions quickly
● Undergraduate or graduate students studying arts administration, music, communications, marketing or related field preferred
● The candidate must have his or her own transportation
- Ability to lift, carry and move up to 50 pounds
- Valid Ohio driver’s license and good driving record

By participating in this internship, you will learn valuable skills necessary to move into the artistic administrative field, with a specific emphasis on performing arts philanthropy and donor management.

**To Apply:**
Send resume and cover letter to gidley@ccocincinnati.org. In subject line, please reference: Development Associate.

**Contact:**
Evan Gidley, Executive Director
gidley@ccocincinnati.org

**About Cincinnati Chamber Orchestra:**
The Cincinnati Chamber Orchestra creates intimate, transformative experiences that connect the musically curious.
The CCO is an independent ensemble of 32 professional musicians that launched the critically acclaimed summer music festival Summermusik in August 2015 and will celebrate its 50th anniversary season in 2024. The Chamber Orchestra offers a vibrant and fresh musical experience in an intimate and informal setting, for both the seasoned and novice concert patron. The CCO’s size allows for flexibility and creativity in programming, the ideal ensemble for presenting orchestral works ranging from the Baroque and Classical eras to commissioned works by contemporary composers. Collaborations have become a hallmark of the CCO, including ongoing partnerships with VAE: Cincinnati’s Vocal Arts Ensemble and Madcap Puppets.

For additional information about the CCO, visit www.ccocincinnati.org.

###