



## **Programs Manager**

Are you the type of person who is known as the one who GETS. THINGS. DONE? Do you thrive in a fast-paced, hybrid work environment? Do you have a knack for nurturing relationships and communicating effectively with all types of people? Are your checklists and project management skills the envy of everyone else you know? Do you excel at navigating multiple deadlines? Do you love music, learning, and putting on incredible events? The Percussive Arts Society needs you as its next Programs Manager.

### **ABOUT THE PERCUSSIVE ARTS SOCIETY**

The Percussive Arts Society is the world's largest percussion organization and is considered the central source for information and networking for percussionists and drummers of all ages. Today, we are nearly 6000 members, with over 40 chapters across the United States and 28 chapters abroad. Established in 1961 as a non-profit, music service organization, our mission is to inspire, educate, and support percussionists and drummers throughout the world.

Each year PAS hosts the largest percussion convention in the world, the Percussive Arts Society International Convention (PASIC), featuring the top names in drumming and percussion. PASIC features over 120 concerts, clinics, master classes, labs, workshops, panels and presentations given by the finest artists from around the world and showcasing all areas of percussion — drum set, marching, keyboard, symphonic, world, recreational, education, music technology, new music, and health & wellness.

### **DESCRIPTION**

This position will focus primarily on the management, program marketing, and execution of Percussive Arts Society Programs, including Scholarships, Competitions, Festivals, Publications, and the Percussive Arts Society International Convention (PASIC®).

#### **1. PASIC**

- a. Artist Management
  - i. Work with musicians, artists, and their managers to secure commitment to contractual arrangements and gather promotional materials for PAS use
  - ii. Work with the PASIC Producer to ensure event logistics meet the needs for musicians and artists.
    1. Assist with overall event production, gear transportation, and general event promotion, both pre-event and onsite
    2. Work with Event Production Partners to ensure room diagrams and setup schedules are up-to-date, audio/video equipment needs have been met, and logistics support has been organized for each session.

3. Manage PASIC master production documents for the onsite use
4. Work with PASIC Producer, logistics team, volunteers, and PAS staff to execute events
- b. Competitions
  - i. Work with committee chairs to update guidelines for PASIC competitions on an annual basis and ensure competitions are executed
  - ii. Ensure onsite setup is accurate and manage equipment logistics
- c. Communication
  - i. Respond to PAS members, artists, and sponsor inquiries via email and phone
  - ii. Communicate effectively with artists and their representatives, as well as with PAS/PASIC staff and production crew, to ensure the highest level of performance standards are met
- d. Ensure overall quality of artist and participant experiences, including labs, masterclasses, mock auditions, rudiment training, workshops, and competitions
  - i. Conduct surveys to gauge participant satisfaction after competitions/events
2. Work with the marketing team to ensure proper event signage, communications, and promotional materials are created, and photographer/videographer planning is accurate
- 3. Percussion Ensemble Competition and Festival (and similar programs)**
  - a. Work with hosts, volunteers, chapter representatives, and PAS staff to ensure success of each PECAF event in their area, both logistically and through marketing and communications
  - b. Update FormAssembly forms and work with Director of Finance on billing and/or special registration needs
  - c. Conduct site research to assist in determining PECAF locations for next year
  - d. Attend events outside of Indianapolis on an as-needed basis
- 4. Scholarships and Competitions Management**
  - a. Work with committee chairs to obtain judges
  - b. Update the forms and notifications on an annual basis
  - c. Prepare the submitted applications as needed in addition to the judging portal
  - d. Email and answer questions in regards to the judging portal, application process, selection, and notifications
  - e. Compile all applications and score them appropriately for each scholarship and competition in conjunction with the Executive Director
  - f. Be available to respond to applicants with specific questions related to scholarships and competitions
- 5. Other**
  - a. Oversee the creation of PAS newsletters, program marketing emails, and sponsor e-news blasts
  - b. Assist with content updates on [PAS.org](http://PAS.org)
  - c. Manage various forms for PAS programs and chapters, as needed
  - d. Update PAS and PASIC digital archives
  - e. Other Duties as assigned or approved by Executive Director

## **Experience, Qualifications, and Skills**

### **1. Education and Experience:**

- a. Bachelor's Degree
- b. Minimum 3-5 years of professional experience in arts, non-profit, or association administration or a project manager related position
- c. Experience in percussion is not required

### **2. Desired Software Experience (Or knowledge of some softwares and desire/ability to learn others):**

- a. Salesforce, WordPress, Mailchimp, Microsoft Office/Google Suite, Canva, Adobe Creative Suite, Form Assembly or other form building software.

### **3. Other Important Qualifications**

- a. Excellent written communication and editing skills
- b. Work comfortably in a team environment
- c. Ability to interact professionally with a variety of people, including educators, performers/musicians, volunteers, and students
- d. Attention to detail
- e. Self-starter and ability to work independently
- f. Ability to manage workflow with overlapping deadlines

**Location:** While a hybrid work environment, this position is not a remote position and is required to work from the PAS office in downtown Indianapolis, IN.

## **Compensation**

\$47,500 Annual Salary, Comprehensive health benefits package, 10 days Paid Time Off + week between Christmas and New Year's, Opportunity to participate in a 401K Plan with matching benefits up to 3%.

## **To apply:**

Please submit a resume and cover letter via email and addressed to:

Joshua Simonds, PAS Executive Director

[jsimonds@pas.org](mailto:jsimonds@pas.org)

Applications will be considered until the position is filled.

## **SELECTION PROCESS**

Applications will be paper-screened and those exhibiting superior qualifications will be invited to interview. No phone calls, please

*PAS is an equal-opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.*