



## Blue Ridge Music Center Administrative Coordinator

Full-time position

Reports to Blue Ridge Music Center Associate Program Director

Primary Location: Blue Ridge Music Center, milepost 213 on the Blue Ridge Parkway, Galax, Va. Off season office locations include: Winston-Salem, N.C., and Independence, Va.

### General Description and Summary:

The Blue Ridge Parkway Foundation, a 501(c)(3) nonprofit, is seeking a qualified **Administrative Coordinator** to join a team dedicated to promoting, presenting, and preserving traditional mountain music through Blue Ridge Music Center programming and outreach. This person will work with the Blue Ridge Music Center program team to support planning, marketing, preparation, execution, reporting and follow-up of musical events, including ticketed summer concerts. These responsibilities can include preparing contracts, writing press releases, updating website content, posting on social media, writing newsletters, preparing documents, completing reports, working with volunteers, and other duties as required.

### Key Responsibilities:

Work closely with the Blue Ridge Music Center Program Director, Associate Program Director, and other Blue Ridge Music Center and Blue Ridge Parkway Foundation staff to:

- Provide high quality administrative support related to planning, promotion, execution, reporting, and follow-up of events and programs
- Assist with contract preparation and document tracking
- Provide communications and marketing support related to press releases, website, social media, online calendars, e-newsletters, etc.
- Assist with recruiting and management of volunteers
- Prepare and print materials needed for concerts and events
- Assist with post-event financial reporting
- Attend Blue Ridge Parkway Foundation orientations, meetings, and other functions as required
- Other duties as assigned

### Required Qualifications

- Demonstrated ability to communicate effectively orally and in writing, including experience drafting, formatting, and editing documents and ensuring grammatical correctness
- Work experience demonstrating proficiency in Microsoft Office and Excel
- Experience managing, compiling, and maintaining electronic records, reports, spreadsheets, logs and files to maintain document flow and record keeping
- Exceptional planning and organizational skills
- Enthusiasm for the mission-driven work of the Blue Ridge Music Center, Blue Ridge Parkway Foundation, and the National Park Service
- Enthusiasm for music and cultural arts

### Preferred Qualifications:

- Bachelor's degree or equivalent related experience and/or training
- Experience with Power Point, Adobe, or Canva
- Experience working in or with any of the following:
  - Environmental, arts, music, or cultural heritage nonprofits
  - Visitor or tourism service industry field
  - National Park Service

- Blue Ridge Parkway Foundation
- Experience with social media as a marketing and communication tool
- Knowledge of musical traditions of the region

**Hours:** The Administrative Coordinator's schedule is primarily Monday through Friday, but occasionally may be required to work on Saturdays to assist with events and programs.

- Weekdays, 9 a.m.-5 pm or 10 am – 6 pm.
- Saturdays (as needed)

**Special Considerations:**

- Candidates must be willing to interact with the public
- Travel is required and candidates must have valid driver's license and own, or have regular access to a vehicle

**Salary:** \$29,000-\$33,000 + benefits.

**To Apply:** Email a cover letter and résumé to Marianne Kovatch at [mkovatch\(at\)brpfoundation.org](mailto:mkovatch(at)brpfoundation.org). Applications must be submitted by 5 p.m. EST, Monday, Aug. 28.

***Applications submitted through a job search engine portal will NOT be accepted. This position is open until filled.***

The Blue Ridge Parkway Foundation aspires to be an inclusive organization that engages and serves the rich dimensions of diversity, such as race, gender, ethnicity, sexual identity, socioeconomic status, age, ability, and religion. Diverse people make the Foundation a stronger, more vibrant, more relevant, and more stable organization, better prepared to achieve its mission through diverse input and more effective outcomes.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age, or genetic information.

Please visit [BRPFoundation.org](http://BRPFoundation.org) for additional information about the Blue Ridge Parkway Foundation (BRPF) and [BlueRidgeMusicCenter.org](http://BlueRidgeMusicCenter.org) for information about the Blue Ridge Music Center (BRMC) and [www.nps.gov/blri/index.htm](http://www.nps.gov/blri/index.htm) for information about the Blue Ridge Parkway.