



Administrative Director Job Opening

- **Job Title:** Administrative Director (AD)
- **FLSA Status:** Exempt
- **About JIC:** A prestigious competition to encourage exceptionally gifted young violinists, violists, and cellists, ages 13 to 17, early in their careers.
- **Salary and Benefits:** \$30 hourly salary. Part time. Flexible schedule—the AD determines the timing and number of hours worked, except for scheduled meetings and events.
- **Work Location:** Fully remote. Washington DC area. Occasional attendance required at meetings (most are online), venue inspections, concerts, and the competition itself.
- **Start Date:** August 2024
- **Application Due Date:** Applications will be evaluated as they are received.

The Johansen International Competition for Young String Players seeks an Administrative Director to administer all aspects of the competition, focusing on managing the competition's 3-year cycle.

COMPETITION INFORMATION

The Johansen International Competition (JIC) for Young String Players Ages 13–17 was founded in 1997 by Mrs. Anna Johansen. The JIC is sponsored by the Friday Morning Music Club Foundation (FMMCF) and is funded by a trust established by Mrs. Johansen.

The JIC is held every 3 years, usually in late March, with preliminary judging to select semifinalists in early January. The next JIC will take place on March 17–20, 2025. Past JIC winners have earned international acclaim in extremely successful solo, chamber music, and academic careers.

For more background on the JIC, see <https://fmmcfoundation.org/johansen-international-competition/>

GENERAL POSITION DESCRIPTION

The AD is responsible for organizing, promoting, and carrying out the competition. The AD works with all competition participants, including young performers, their parents and guardians, internationally renowned judges, accompanists, composers, and volunteers. The AD develops and executes a budget, documents all activity, and maintains records. The AD records notable accomplishments of previous winners. The AD provides monthly updates at meetings of the FMMC Foundation Board and annual reports to the trustees of the Johansen Trust.

Except for scheduled meetings and events, the AD determines the timing and number of hours worked. Because of the triennial nature of the program, the hours worked vary by year. The 3-year cycle and approximate labor hours required are organized as follows:

Year A – Before the Competition – Plan and promote the upcoming competition (150 hrs)

Year B – The Competition Year – Organize and conduct the competition (500 hrs)

Year C – After the Competition – Support winner performances in the DC area (150 hrs)

The AD receives guidance and support from the JIC Steering Committee, comprising the JIC Chair and volunteers from the Friday Morning Music Club Foundation (FMMCF) and Friday Morning Music Club. The AD reports to the JIC Chair.

The new AD will first serve as a trainee alongside the outgoing AD, starting in August 2024 through June 2025, which is Year B for the next competition being held March 17–20, 2025. The new AD will be paid during this training year and may take on more of the outgoing AD’s responsibilities as they are able.

QUALIFICATIONS

- College degree or equivalent experience in a relevant field.
- Strong English writing, editing, and communications skills.
- Experience in organizing, budgeting, and managing a complex enterprise, preferably in the performing arts or classical music.
- Knowledge of the classical music world – teachers, performers, institutions, programs, competitions.
- Knowledge of the classical music scene in the Washington DC area.
- Ability to self-start, self-direct, think strategically, and work collaboratively with enthusiastic volunteers and stakeholders with varying experience.
- Ability to innovate and recommend new tools and procedures to administer the competition.

WORK TECHNOLOGY

- Microsoft Word and document production.
- Microsoft Excel and Google Sheets.
- WordPress for website management.
- Administer applications and auditions using the Acceptd platform.
- Host online meetings using Zoom or equivalent platforms.
- Social media platforms and email marketing.
- Ability to work with graphic design technology and/or a graphic designer.
- The AD will be reimbursed for office supplies, equipment, and software subscriptions necessary to fulfill their duties.

TO APPLY

Email a cover letter, resume, and any portfolio materials to the Johansen Competition at johansencomp@fmmc.org. Cover letters should respond to the responsibilities and qualifications listed above. If you do not currently meet every requirement listed, but believe you are a good fit for this position, we still encourage you to apply. The successful candidate will be trained by the outgoing AD during the upcoming competition year and will be paid for their time. References willing to be interviewed by phone will be requested from applicants of interest. All communication will be held in confidence. Application evaluations and selection will aim for a start date of August 1, 2024. A background check will be required before a final offer is made. Inquiries are welcome to johansencomp@fmmc.org.

The Friday Morning Music Club Foundation is an equal opportunity employer and welcomes candidates of all backgrounds, races, religious affiliations, ages, sexual identities, and physical abilities, and is committed to inclusivity in the workplace.

