

Arts Administrative Director–Suzuki Strings of Madison

Suzuki Strings of Madison seeks an organized, collaborative, and creative Arts Administrative Director to support the day-to-day operations of the organization and help advance its programs, events, and communications. This role is ideal for someone who enjoys balancing administrative detail with big-picture coordination. The ideal candidate will bring strong organizational skills, attention to detail, initiative, and a genuine interest in supporting arts education and community-based programming.

Founded in 1990, the Suzuki Strings of Madison (SSM) offers children and youth high-quality musical instruction on the violin and viola using the pedagogy of Dr. Shinichi Suzuki. As a community of students, teachers, families, and friends, SSM is dedicated to helping all students reach their full musical potential through private and group instruction, ensembles, workshops, performances, and other activities.

Enrollment Operations 30%

Manages and coordinates enrollment functions including scheduling of group classes, record keeping, registration systems, financial aid, tuition reconciliation, and general organizational logistics. Manages class rosters and database of students and families.

Marketing, Outreach, & Communications 25%

Manages communications and promotional efforts, including e-blasts, website updates, social media, and marketing materials that support programs and events. With the SSM Artistic director, cultivates relationships with community partners; maintains directory of community contacts.

Program & Facilities Coordination 10%

Coordinates calendars, class scheduling, space requests, and other operational details needed to support program delivery and communication.

Concerts & Events 10%

Provides planning and logistical support to SSM performances, outreach activities, open houses, Sonora tours, and other special events. Provides on-site support at events, including volunteer management.

Financial Administration 15%

Assists with payroll, tuition tracking. Tracks program income and expenditures; reconciles bank accounts and credit card statements. Interfaces with external accountants and/or bookkeepers. Supports SSM Board of Directors in developing annual budget.

Fundraising, Development, and Board Support 10%

Contributes to fundraising and advancement efforts through grantwriting, donor

acknowledgment, annual giving coordination, and development-related record keeping. Manages database of donors and alumni. Attends monthly meetings of the SSM Board of Directors in an advisory capacity.

Approximately 8-10 hours per week. With the exception of event management, hours are flexible. Please note while most of this work can be done remotely, the administrator will be expected to attend in-person events in the Madison, Wisconsin area.

Desired Qualifications

Experience in program administration, preferably in the arts, education, and/or nonprofit sectors

Excellent oral and written communication skills

Attention to detail; ability to manage multiple tasks and varying timelines Experience with financial management and reconciling multiple financial accounts Familiarity with (or readiness to learn) Wordpress, Canva, Excel (or Google Sheets), and/or Quickbooks

Don't meet every single requirement? Studies show that women and people from underrepresented groups are less likely to apply for jobs unless they meet every qualification. If you're excited about this role but your experience doesn't align perfectly with every requirement, we encourage you to apply anyway. You might be exactly who we're looking for.

Criminal Background Checks are required of all employees of Suzuki Strings of Madison to ensure a safe and secure environment for all students, employees and visitors.

Compensation

\$30/hr

Application instructions

Please submit a resume and letter of interest in pdf format to administrator@suzukistringsofmadison.org. Applications will be reviewed beginning April 15, 2026. We will continue accepting submissions until the position is filled.