

INTERNATIONAL VIOLIN COMPETITION OF INDIANAPOLIS

DIRECTOR OF OPERATIONS

The International Violin Competition of Indianapolis (IVCI) seeks a dynamic and engaging Director of Operations to oversee an office of four full-time employees. The Director of Operations reports to the Executive Director and is a multifaceted position responsible for a wide range of administrative duties including overall office management, personnel and finance, assistance with concerts and special events, and volunteer management. The position may be tailored to the specific skills of applicant.

Annual Major Responsibilities:

- Manage day-to-day operations of the office including maintaining office equipment.
- Maintain finances of both the IVCI and the Josef Gingold Fund, the endowment of the IVCI.
 - Administer payroll
 - Process all payments
 - Reconcile bank accounts
 - Facilitate annual audit
- Support Board by preparing all Board meeting communications including notices, minutes and financial report.
- Assist with concerts (6-8/year) and special events to include: maintaining event mailing database, processing ticket orders, organizing event registrations, preparing all artist contracts and any necessary visa applications.
- Work closely with Director of Development to maintain database, process gifts and prepare financial reports for grant applications and reports.
- File Broadcast Music, Inc. (BMI) and American Society of Composers and Publishers (ASCAP) reports along with all required governmental reports.
- Assist with annual fundraiser Viva il Violino.

Quadrennial Competition Major Responsibilities:

- Serve as primary contact for all applicants
- Process all applications and prepare materials for the Screening Committee
- Work with selected participants once accepted, all the way through the Competition
- Apply for any necessary visas for the jury and/or guest artists
- Oversee ticket sales and production of all printed materials for the Competition
- Oversee the Juried Exhibition of Student Art (JESA), IVCI's signature multi-disciplinary art project for over 20,000 Indiana students grades one through twelve.

Required Qualifications:

- 3-5 years of experience in operations within the performing arts industry
- Excellent interpersonal skills with ability to interact with volunteers, board members, patrons and artists with the utmost professionalism
- Superb writing and verbal communication skills
- Strong organizational skills and ability to multi-task, problem-solve and work in a team environment
- Bachelor's degree or equivalent combination of education and experience
- Proficiency in Microsoft Office, QuickBooks, Adobe Acrobat and Zoom
- Experience with Raiser's Edge NXT and Onecause.com or equivalent, a significant plus.

Start Date: March 16, 2026 or as soon as available

Compensation:

The compensation is a competitive salary commensurate with qualifications and experience. A generous benefits package includes health and disability insurance, retirement contribution, parking, PTO, vacation, sick leave and personal time off.

Application Procedure:

Please email a cover letter outlining interest, specific qualifications as well as additional skills for consideration along with resume and three references to:

Glen Kwok, Executive Director
International Violin Competition of Indianapolis
kwok@violin.org

Applications will be reviewed on a rolling basis as received. The International Violin Competition of Indianapolis is an equal opportunity employer.

The Organization (www.violin.org):

For 17 days every four years, musicians, music lovers and media across the world focus their attention on the International Violin Competition of Indianapolis, simply referred to today as The Indianapolis. Known for its remarkable performances, extraordinary prizes and a festival atmosphere, it is regarded as the “Olympics of the Violin,” and hailed as one of the most important competitions for launching careers of young artists between the ages of 16 and 29. London-based magazine *The Strad* remarked, “The Indianapolis might well be the world’s leading violin competition in terms of cumulative prizes and career development for its winners.”

Founded under the Artistic Leadership of Josef Gingold in 1982 and now led by Jaime Laredo, The Indianapolis has hosted 11 Competitions and has named 66 Laureates representing 23 countries to its distinguished roster of prize winners. These extraordinary musicians have emerged as outstanding solo and chamber music artists in concert halls around the globe. They also have served as concertmasters of the world’s leading orchestras including the New York Philharmonic, the Philadelphia, Metropolitan Opera and Royal Concertgebouw orchestras, Orchestre de la Suisse Romande, Staatskapelle Berlin and the Pittsburgh, Houston and BBC symphony orchestras.

The International Violin Competition of Indianapolis is a member of the World Federation of International Music Competitions and has become a role model for competitions of all disciplines worldwide.

One of the hallmarks of the IVCI and its highly coveted prizes is the significant post-competition career management provided to the Medalists. The Laureates are also offered the remarkable prize of a four-year loan of a violin from the IVCI collection, including the 1683 “ex-Gingold” Stradivarius and three contemporary instruments.

Annual programs include a Laureate Series featuring former IVCI Laureates and guests, education outreach programs, a fundraiser called Viva il Violino and career management of the most recent medalists.

The IVCI utilizes its world prominence to bring international attention to Indianapolis, and maintains its efforts to be a visible and collaborative member of the arts communities in Indianapolis and Indiana.