

Friends of the Gamelan, Inc.

Position Description: Administrative Associate

Reports to: FROG Board of Directors

Required Hours: Part time, approximately 8 hours per week

About the Organization

Friends of the Gamelan (FROG) invites Chicagoans to experience the rich performing arts of Indonesia. Two performing gamelan ensembles—respectively dedicated to Balinese and Javanese music—comprise the organization. A gamelan is a uniquely tuned melodic ensemble of metal percussion instruments, xylophones, a two-string fiddle, a zither, a flute, and singers. A set of drums completes the core ensemble. Beginning in 1980, FROG focused on Javanese gamelan, until it merged with Chicago Balinese Gamelan in 2023. FROG’s gamelan studio is located at Morgan Arts Complex, 3622 S. Morgan Street, Chicago.

Position Overview

Friends of the Gamelan is seeking a creative and organized Administrative Associate (AA) to join our team. This position is ideal for someone passionate about supporting the arts, with strong administrative and communication skills.

The AA will support promotional efforts, fundraising, subscriber communications, filing, marketing, and other duties that support the Board.

Specific Duties and Responsibilities

- **FROG Board:** Attends the bimonthly board meetings. Reports on their activities performed during the time between the meetings.
- **Fundraising Campaigns:** Assists with preparing both mail and email fundraising campaigns, including managing donor lists and helping with the end-of-year fundraising efforts. Prepares and sends donation tax letters to donors. Prepares and sends thank you notes.
- **Grant Support:** Assists Grant Writer as needed. Keeps track of expenditures related to grants. Ensures grant related paperwork is filed in FROG’s central file.

- **Market and Promote:** Designs and creates flyers, monthly newsletters, and other promotional content to showcase FROG performances and events.
- **Social media:** Promotes FROG on social media.
- **FROG e-mail:** Manages emails sent to FROG.
- **Prepares Email Campaigns:** Drafts and sends emails to subscribers using Constant Contact (or other provided service), keeping subscribers informed of upcoming performances, events, and organizational updates.
- **Other Duties as assigned:** To support the organization's mission.

Qualifications

High school diploma or GED equivalent degree, bachelor's degree preferred.

1+ years' experience in a similar position preferred.

Passion for the performing arts and a desire to contribute to our mission.

Strong organizational and English language verbal and writing skills.

Skilled in use of software such as Word, Adobe, Excel, Constant Contact.

Familiarity with promotional design tools (e.g., Canva, Adobe Creative Suite) is a plus.

Owens a laptop computer with Wi-Fi connection to internet.

Ability to work independently and manage multiple tasks.

Compensation: \$16-\$18 /hr., based on experience

To Apply

Please send your resume and a cover letter to info@chicagogamelan.org with the subject line "Administrative Associate Application."