

ZACH  
SHEETS

Chief Advancement Officer, CMCB  
Flutist, Duo Axis & Cape Chamber Orchestra

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# **JOBS & CAREERS IN ARTS ADMINISTRATION**

**Zach Sheets**

Freelance Flutist & Composer  
Chief Advancement Officer, Community Music Center of Boston



**WSMTA**

## **Work as an artist**

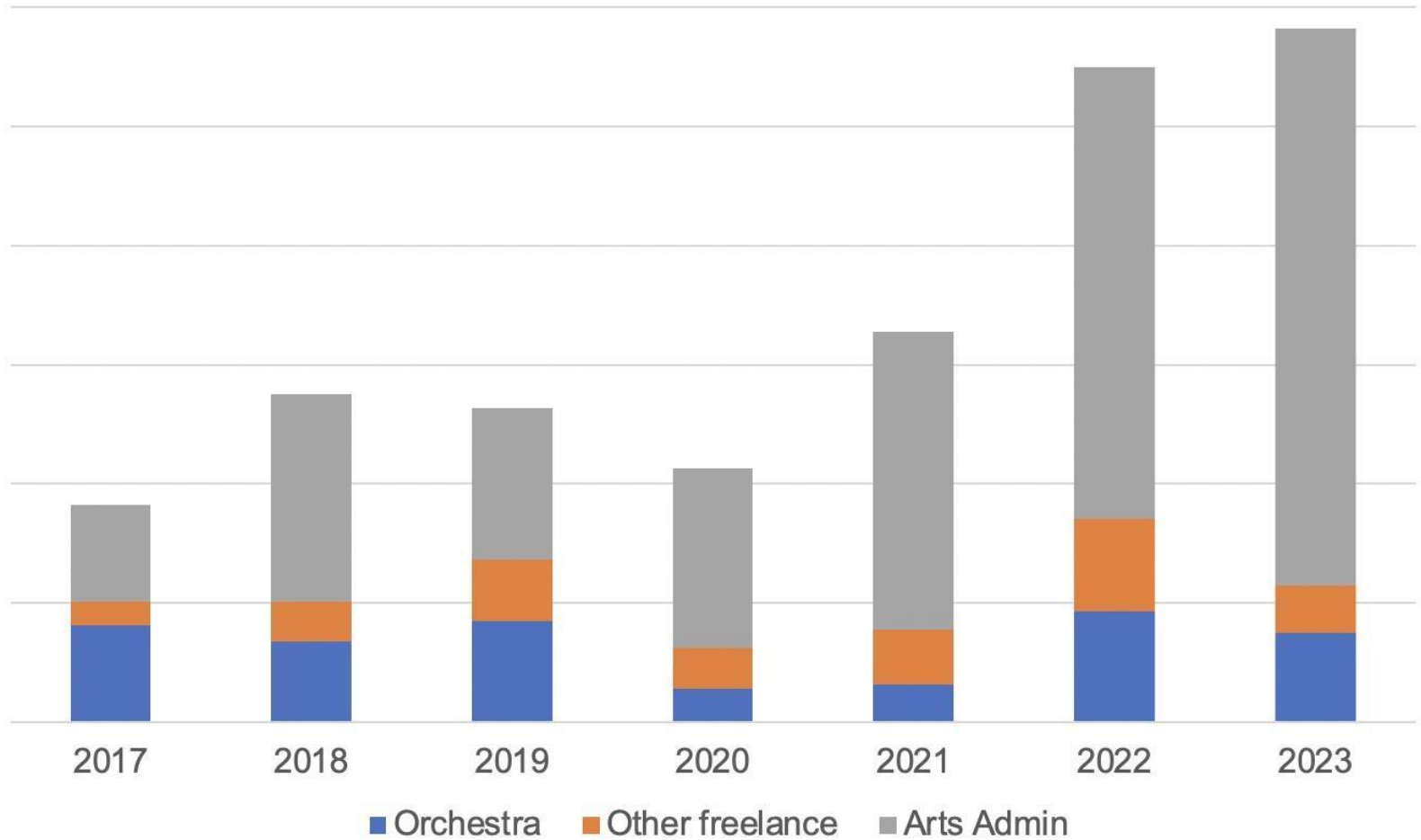
(i.e. how do I pay my bills)

Orchestral Musician – short term engagements, long term engagements, regular position in a part-time orchestra

Other freelance work – chamber music, new music, solo performances, artist grants, teaching, consulting

Arts Administration – fundraising, advocacy, and arts-sector public policy

## Share of personal income



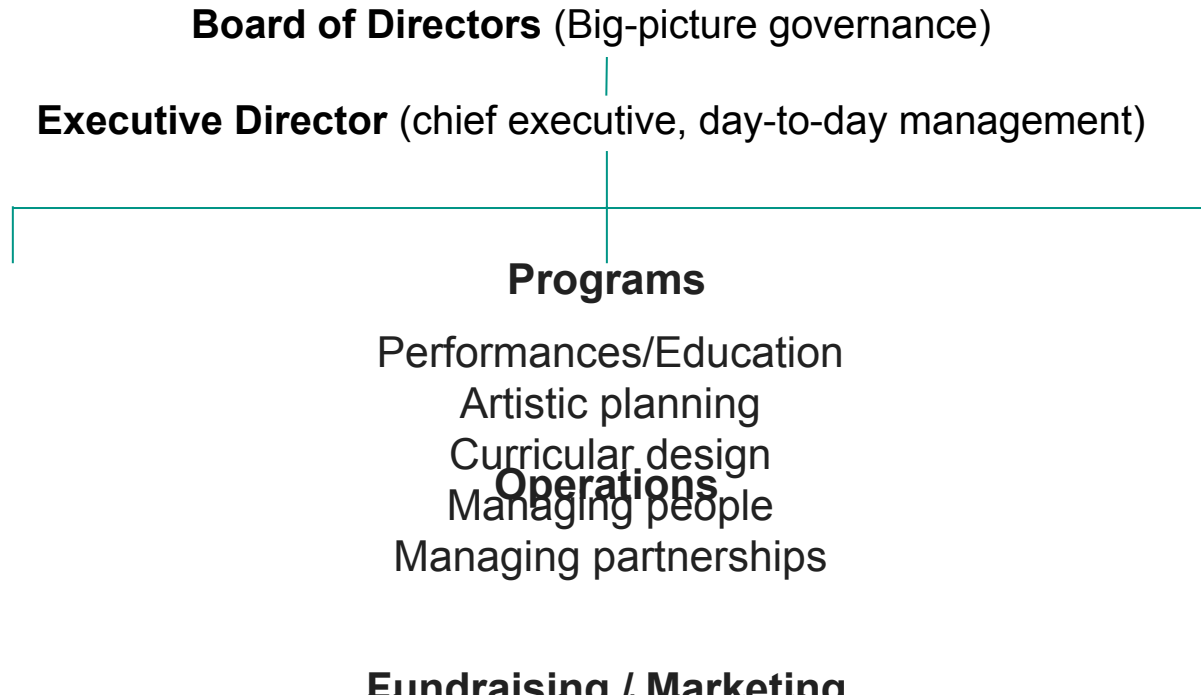
## **ARTS ADMINISTRATION: Core Competencies**

**Artistry:** Quality artistic planning, curriculum design, curation: helping teach/make art that is striking, captivating, and gets peoples attention

**Operations:** Managing projects to happen on time, on budget, and as planned: setting the conditions for art to happen thanks to attention to detail.

**Promotion/Advocacy:** Building audiences, raising funds, and promoting artistic work: ensuring projects have the resources they achieve their artistic ambition

## ARTS ORGANIZATIONS: BASIC STRUCTURE



## A FEW NOTES:

**The for-profit sector, private teaching, waiting tables/bartending, and music/ministry–**  
Great jobs here! Just, not the focus of today's presentation.

**Audio/Video Production** – a huge and growing field, but we're also not going to talk too much about it today. TV, Film, Media, Podcasts, Recording Engineers, Live sound. *All arts organizations basically need to be media organizations* at this point – learn some of these skills!

In general, **please try to avoid unpaid internships**. Your labor is valuable and you should be paid for your work. Plus, *some folks can't afford not to get paid to work*, so it's better for us all when we insist on making a fair wage.

## PROGRAMS

**Performers, Artists, Teachers** – the heart of any arts organization! Many part-time roles, some full-time roles. Some very-well paid positions, some very badly paid ones. All of you will likely hold lots of roles in this arena. (huge range, from \$5k - \$500k / year)

**Program Assistants** – clerical or administrative work to support the organization. Sometimes FT, sometimes PT. Can be combined w/ other things to make a full-time role. (\$10k-60k/year)

**Community Partnerships** – Artistic and administrative work to build partnerships with schools, venues, community centers, etc. Usually FT, could be junior or senior level. (\$30k-90k/year)

**Education Director** – Administrative and pedagogical work to design curricula, youth outreach, community events, and more. Maybe manage people, maybe not. (\$40k-100k/year)

**Chief Officer of Programming, Education, or Impact** – Responsible for a division or a program. Have to be strategic, high emotional intelligence. Manage teachers or players. Leadership responsibilities. (\$40k-120k/year)

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*Listed salaries estimated based on personal experience, job postings, and observation of market-rate trends.  
May vary considerably based on location/cost-of-living.*

## OPERATIONS

**Client services** – Front-office staff, registrars, receptionists, booking agents, concessions: people skills! Sales or retail experience is a great entry point. PT or FT (\$20k-60k/year)

**Facilities / Security / Venue staff** – For organizations with their own space. More common in visual art or theater, concert halls have some too. Sometimes contracted out. (\$20k-80k/year, sometimes more)

**Production / Events** – Stage managers, stagehands, live sound, production coordinators, etc. PT or FT, huge range of possibilities here (big range: \$10k-300k/year – see earlier re: learning A/V skills)

**Business / Personnel Manager** – people need to get hired, bills have to be paid! A lot of clerical work, but also good people skills required. Can be easy or very hard. Lots of job openings. (\$40k-80k/year)

**Human Resources** – Sometimes wrapped into the above. A formal title usually requires special credentials, which employers can help you get. Mid- and Large-size employers. (\$40k-120k/year)

**Bookkeeper / Accountant** – Tracking finances. Credentialed, could be FT/PT (\$20k-150k/year)

**Chief Finance or Operating Officer** – arts organizations are businesses! Management, analysis, multifaceted strategic skills. FT. (\$60k-200k/year)

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## FUNDRAISING & MARKETING

**Grant writing** – one of the most common part-time jobs; can be great or quite difficult. PT or FT. Bigger orgs call this “institutional giving”. (huge range, \$10k-100k/year)

**Corporate sponsorships** – sometimes grouped with grants, sometimes broken out at large orgs or ones with lots of performances. Business-to-business sales. Usually FT. (\$30-70k/yr).

**Donor relations / services** – general tasks, clerical work and relationship building with lots of folks. Sales/retail also great onramp here. Usually a half- to full-time entry position (\$25-60k/year)

**Individual Giving** – Usually FT, working with large funding bases of individuals, or donors who can make a big single gift. Usually found at large orgs. Well paid. (\$40k-150k/year)

**Event planning** – galas, luncheons, auctions, fundraising events! Usually people have a love/hate relationship to this kind of work. PT or FT, sometimes seasonal. (\$20-80k/year)

**Marketing/PR** – strategic use of social media, email lists, public relations. PT or FT (\$10-80k/year)

**Development Director / Chief Officer** – Management, analysis, strategic, high level skill at the above, managing a team with all these skills. Well paid, FT. (\$60-180k+/year)

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**COLLEGE & CAREER READINESS SKILLS: Adopted from the  
PERKINS/NACE frameworks for college/career success**

- **Applied Academic Skills** – Including math, writing, or reading analysis
- **Career Development** – Proactively develops oneself and ones' skills, and builds networks
- **Communications** - Listens actively, communicates verbally and through written materials
- **Critical Thinking** - Identify issues and respond to needs with logical analysis of information
- **Equity and Inclusion** – Awareness, knowledge, and skills to successfully navigate multicultural environments, manage conflict, and support others to be their best
- **Leadership** – Recognize personal strengths and capitalizing to help others achieve goals
- **Professionalism** - Understand work habits, different environments, and act for collective interest
- **Systems Thinking** – Understands their role in the organization and how they relate to it
- **Teamwork and Interpersonal** - Build relationships to work toward common goals, appreciate different point of views
- **Technology** - Understand and utilize softwares and computers to complete tasks