

NATS Events & Auditions Manager

Full Time – Exempt – 100% Fully Remote

Hours: Monday to Friday 9:30am – 5:30pm ET

Start Date: Immediate

Salary Range: \$70,000 to \$80,000 commensurate with experience

Timeline: Job posted 7-22-26. First review of applications 8-4-26. Application open until position filled.



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About NATS

The National Association of Teachers of Singing (NATS) is a nonprofit 501c3 professional membership association with revenues of \$2.3 million dedicated to advancing excellence in singing through teaching, performance, scholarship, and research. NATS supports 6,000+ members with a remote national staff of 6 employees, a 24-person Board of Directors, hundreds of passionate volunteers, and an extensive national and international network of 15 Regions and 80+ local Chapters.

Position Summary

NATS seeks an experienced, highly organized Events and Auditions Manager to oversee the planning and operational delivery of in-person and virtual conferences, workshops, events, student auditions, and competitions.

The Executive Director and appropriate board and committee leaders establish program goals, vision, and priorities while the Events and Auditions Manager partners with this team to translate those goals, vision, and priorities into practical plans, budgets, schedules, communications, systems, and logistics. This position supports and collaborates with volunteer leaders but does not supervise or direct board members or volunteer leaders.

The portfolio includes the following:

- **Every Year** - National Student Auditions, Winter Workshop, Science-Informed Voice Pedagogy Institute, NATS Intern Program
- **Every Other Year** - National Musical Theatre Competition, NATS Artist Awards, National Conference (next one is in June 2028)
- **Every Four Years** - International Congress of Voice Teachers (next one in 2029)

This is a hands-on manager role in a small-staff environment. The successful candidate will bring experience, judgment, and initiative, but must also be willing to roll up their sleeves get into detailed executional work that makes events, auditions, and competitions successful. This role requires someone who can think beyond the task at hand while also understanding that strong strategy only matters when it can be translated into clear plans, documented procedures, and reliable execution.

This position does not have direct reports, however, this role may help coordinate the work of an intern and could supervise a future events and auditions coordinator as the organization's staffing structure evolves.

What Success Looks Like

You are comfortable with the language, pace, and moving parts of professional meeting planning. Terms like room blocks, BEOs, AV, food and beverage, and exhibitor logistics, are familiar to you.

You are technologically confident and curious. You are comfortable using tools like project management platforms, registration systems, databases, custom software, and AI to enhance your productivity, troubleshoot technology issues, and improve workflows.

You are extremely collaborative and transparent. You share information openly, support colleagues generously, and celebrate the work of others.

You work well with passionate volunteers while respecting the distinction between volunteer leadership, governance, and staff implementation.

You are comfortable wearing many hats in a small staff environment. On any given day, you may move between detailed operational work such as setting up registration for an event to longer-term work to document participant experiences.

Key Responsibilities

Auditions and Competitions Management

- Manage the operational administration of NATS auditions and competitions, including schedules, participant records, eligibility, adjudicator and pianist assignments, communications, deadlines, fees, awards, results, and historical records.
- Implement newly created national, regional, virtual, and conference-based audition and competition processes so participants move accurately and smoothly through each stage.
- Serve as a key operational user of NATS proprietary auditions software, using this custom system to manage data, reconcile information, create reports, and identify issues.
- Serve as the key staff contact with the audition software vendor.
- Partner with volunteer leaders and staff to streamline and improve workflows and build institutional knowledge.

Event Management

- Manage the operational administration of NATS conferences, workshops, institutes, and related programs from early planning through onsite delivery and post-event evaluation.
- Develop and manage timelines, budgets, production schedules, room assignments, presenter and participant logistics, registration needs, staff and volunteer responsibilities, public facing schedules, and onsite operations.
- Coordinate hotels, venues, room blocks, AV providers, BEOs, food and beverages, exhibitors, vendors, contractors, presenters, and other event partners.
- In collaboration with the Executive Director, who retains final contract-signing and financial approval authority, solicit RFPs, review event-related agreements, monitor deadlines, costs, commitments, and risks.
- Partner with the Development Director, Executive Director, and Administrative Assistant in the securing and servicing event sponsors, advertisers, and exhibitors – yes, this is an all-out team effort!

Budget Tracking, Data, Contracts, and Payments

- Partner with the Executive Director to track events, audition, and competition-related contracts and MOUs, and partner with the Bookkeeper to track invoices, payment schedules, reimbursements, speaker and performer fees, vendor payments, prizes, and related documentation.
- Maintain organized records of financial commitments, approvals, expenses, and supporting materials so payments are processed accurately and on time.
- Monitor event and audition income, expenses, registrations, fees, sponsorships, exhibitor payments, and other revenue-related data, identifying trends, concerns, or opportunities for improvement.

Communication and Stakeholder Support

- Serve as the key internal communicator to staff of all audition and event information that needs to ultimately be communicated to the public.
- Serve as the lead compiler of all information that needs to be put into any printed or digital materials like program books or schedules for any event or audition that you work on.
- Provide customer service support via email and phone with anyone that needs assistance in the planning and execution or participation in a NATS event or audition including but not limited to applicants, presenters, performers, vendors, volunteers, and members.

Qualifications

- At least **eight years** of progressively responsible experience in event management, association management, nonprofit operations, program administration, arts administration, or a related field **is required**.
- Demonstrated experience planning and executing national conferences, conventions, institutes, or similarly complex large-scale events **is required**.
- Demonstrated experience building and managing complex excel spreadsheets, reconciling large datasets, using formulas and functions, and producing schedules, assignments, trackers, and reports **is required**.
- Strong comfort with technology platforms, including project management tools, databases, registration systems, event apps, scheduling tools, spreadsheets, and custom software **is required**.
- Experience administering auditions, competitions, application or selection programs, or other complex participant-based programs **is strongly preferred**.
- A bachelor's degree or higher in the field of business, event management, nonprofit or arts administration, communications, or another similar field **is strongly preferred**.
- A Certified Meeting Professional (CMP) designation **is a bonus**.
- Interest in and practical familiarity with AI tools that can responsibly support productivity **is a bonus**.
- A background as a singer or voice teacher **is a bonus**.

We recognize that an exceptional candidate may not meet every preferred qualification and encourage applicants whose experience, skills, and working style align with the role to apply.

Compensation and Benefits

- The anticipated salary range for this position is \$70,000 to \$80,000, commensurate with the successful candidate's experience, qualifications, and demonstrated ability to fulfill the responsibilities of the role. Benefit eligibility, effective dates, payment procedures, and other details are governed by NATS policies, which control in the event of any discrepancy.

NATS offers a competitive benefits package for this full-time position, including:

- 100% remote position
- An annual taxable medical reimbursement benefit of up to \$8,000, paid in accordance with NATS policies.
- A SIMPLE IRA retirement plan with a 2% employer nonelective contribution, made regardless of whether the employee contributes.
- Four weeks, or 20 days, of PTO, accrued over the course of the year.
- 14 paid holidays annually

Work Environment and Travel

NATS is a fully remote organization. The Manager must be able to work effectively from their home office. Outside employment or substantial ongoing professional activity must not interfere with the employee's availability during NATS work hours.

Periodic travel is required for national events, site visits, and planning activities. Travel may include several consecutive days. The Manager will not be expected to attend every NATS program onsite.

During onsite events, the position may require extended periods of standing and walking, movement throughout large hotel or conference facilities, and occasional lifting or movement of event materials weighing up to 35 pounds.

Evening and weekend work will be required during the National Conference, and possibly other select events. Scheduling adjustments will be coordinated with the Executive Director when appropriate.

Equal Employment Opportunity

NATS is an equal opportunity employer and is committed to creating an inclusive workplace. Employment decisions are made without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, veteran status, or any other status protected by applicable law. Applicants who require reasonable accommodation during the application or interview process may contact NATS for assistance.