ADMINISTRATIVE CONSULTANT

Ogdensburg Command Performances is seeking an Administrative Consultant to help lead and grow our organization. As a 501(c)3 non-profit agency, OCP enhances and enriches the lives of residents of Northern NY and Eastern Ontario by presenting professional touring productions and providing educational opportunities that foster a greater appreciation of the performing arts.

About the Position: Working closely with the Board of Directors and dedicated volunteers, the Administrative Consultant will oversee the organization's operations including fundraising, financial management, marketing and promotion, technical contracts, and volunteer support and coordination.

Qualifications: Leadership experience (preferably for a non - profit organization), strong communication skills, basic computer skills, experience with fundraising and financial management, able to understand and carry out artistic/technical contracts.

Beginning Salary: Commensurate with experience; estimated range $30,000 - $35,000.

Apply by 12/14/2026: Send resume and 2 letters of reference to OCP President at ocp@ogdensburgk12.org