

**Job Title:** Manager of Admissions Operations**Date:** January 2026

## Position Summary

The Manager of Admissions Operations works within the Office of Student Services and reports directly to the Vice President and Dean of Students. In this role, the Manager of Admissions Operations supports the applications, auditions, and decision process of a student body of roughly 400-600, selected from over 2,000 applications. The position is an integral member of a close-knit Student Services department whose work encompasses all facets of managing a school (recruitment, admissions, student life, financial assistance, health services). The candidate must demonstrate a commitment to fostering an educational, supportive, and performance-based environment for an enrolled student body of approximately 460 students.

## Key Responsibilities

### Admissions and Enrollment Operations

- Collaborates with the Vice President and Dean of Students and the Associate Dean to create an effective admissions process, including building and updating applications, producing program reports for the admissions committee, and executing admissions and scholarship decisions through timely and accurate review form submissions
- Serves as primary Slate administrator, managing day-to-day admissions and enrollment processes within the complex student database (Technolutions Slate), including data entry, process execution, maintenance, and troubleshooting, ensuring accuracy, efficiency, and consistency across all admissions workflows
- Guides prospective students through the admissions process as the primary admissions counselor; develops recruitment communications and outreach strategies—including mailing lists, email campaigns, and recruitment visits—to support institutional admissions goals
- Leads all matriculation assessments and day-to-day enrollment follow-ups for admitted students, maintaining accurate tracking to support yield and class enrollment goals
- Reviews applications and online audition materials for adherence to requirements and completeness; communicates with applicants for necessary corrections and proofs scholarship request forms to ensure accuracy for scholarship awarding
- Coordinates live audition tours for the Aspen Opera Theater and VocalARTS and Collaborative Piano programs, including contracting faculty adjudicators and arranging travel/accommodations, securing sites, hiring monitors and pianists, scheduling auditioning students, and budgeting/tracking all details.
- Produces admissions and teacher recruitment statistics in the form of year-end reports
- Updates and issues the student exit survey; analyzes and compiles data into an annual report
- Maintains alumni records and oversees the student-to-alumni transition by tracking achievements, producing accurate reports, and collaborating with Development and Marketing to enhance reporting systems and long-term engagement

### Student Services Support and Programs

- Produces and maintains the off-campus housing listing, counsels students on options, and liaises with local community members offering rentals
- During summer season, acts as a Student Services office manager and co-manages the Student Services interns with the Associate Dean
- Manages select summer student performance opportunities, including concerto competitions and campus performance classes; assists students and teachers, helps with set-up, and greets audience at these events
- Assists the VP and Dean of Students with operational management of the food service provider contract, including processing invoices, tracking budgets, and facilitating food service communications
- Some travel may be required

## Qualifications and Skills

- Bachelor's degree or equivalent experience in the performing arts, arts administration, higher ed, or non-profit management
- Three to five years of experience working with admissions/counseling, recruitment, student life, and/or arts education
- Excellent interpersonal and communications skills (written and verbal) – particularly as applied to interactions with students and faculty
- High proficiency with Microsoft Office products (Excel, Word, Outlook) and experience using CRM or database systems such as Technolutions Slate and/or Blackbaud; basic knowledge of HTML/CSS a plus
- Proven ability to think creatively and strategically
- Strong organization skills and proven ability to assess priorities, meet deadlines, and achieve goals while simultaneously managing multiple projects is required.

## Salary and Benefits

- Salary range for this full-time position is \$60,000 to \$65,000
- Full employee medical, dental, and vision insurance coverage (100% premiums covered for the employee)
- \$25,000 life insurance policy
- Option to put aside money pre-tax for health and dependent care expenses
- Pre- or post-tax retirement plan with company match after two years of service
- Medical expense reimbursement plan to offset the insurance deductible
- Cash health and wellness benefit
- Employee assistance program
- Paid holiday schedule of 18 days including a six-day post-Festival break and a holiday break from Christmas Eve to New Year's Day.
- Paid vacation of 13 days the first year that grows incrementally up to 23 days after five years
- Paid sick time of 15 days per year
- Season pass to the Festival and Aspen Chamber discount on ski passes

## Additional Information

This is a non-exempt, year-round position eligible for overtime. Residency in the Roaring Fork Valley is required in June, July, and August annually; year-round residency is optional but encouraged.

## AMFS Culture

The AMFS is committed to creating and maintaining a diverse, respectful, and inclusive community, and does not discriminate in employment opportunities or practices on the basis of age, race, sex, gender, color, religion, national origin, disability, military status, genetic information, sexual orientation, or any other status protected by applicable state or local laws. To learn more about AMFS, visit [www.aspenmusicfestival.com](http://www.aspenmusicfestival.com).

**To apply, please submit a cover letter and resumé to Vice President and Dean of Students Azusa Chapman at [achapman@aspenmusic.org](mailto:achapman@aspenmusic.org).**