

Director of Partnerships & Projects (WNXP)

Position Description

WNXP, a part of Nashville Public Radio, seeks a Director of Partnerships & Projects to bring structure and project management to how WNXP's team plans, coordinates, and delivers its work. This role is highly active in the community, maintaining and developing key partnerships, building WNXP's own unique events, and working with programming and digital teams on coordinated campaigns. Internally, this role creates and oversees the promotional process that combines on-air and online efforts into consistent spotlights for WNXP's programming, digital content, and events. It also serves as a critical cross-department representative, helping align membership, sponsorship, and audience efforts to meet WNXP's mission.

WNXP is Nashville's home for music discovery. We are local, listener-powered, and driven to help Music City live up to its name. From public radio broadcasts to live events to award-winning music journalism, we put the variety of Nashville's music scene front and center every day.

Application

[Click here](#) or copy and paste the link below to apply.

<https://recruiting.paylocity.com/recruiting/jobs/All/df808766-ee16-48b6-a760-8f00bd54e480/Nashville-Public-Radio>

Essential Responsibilities

- Manage and coordinate internal team processes and projects, such as maintaining shared trackers and calendars for events and promotions, running recurring cross-department check-ins with programming and digital, and documenting workflows for repeatable initiatives like Live Sessions scheduling and on-air/online giveaways.
- Serve as primary project manager for events and promotions, communicating across departments and building project teams of full-time and part-time staff.
- Maintain, identify, and develop new event opportunities and promotional partnership opportunities in the community.
- Communicate across departments to identify opportunities for event sponsorship, revenue, and member benefits.
- Coordinate concert "Presents" pitches with programming and underwriting.
- Coordinate on-air and online giveaways with promotional partners and internal staff.
- Develop and project-manage promotions plans with programming and production.
- Manage the production team for Live Sessions in Sonic Cathedral and offsite, averaging 50 sessions a year.
- Collaborate with development, sponsorships, and the Nashville Public Radio events team.

About You:

- Strong familiarity with the Nashville music industry, artists, venues, and community.
- You believe good process is what makes creative work possible. You've built the trackers, run the check-ins, and held cross-functional teams accountable to deadlines while keeping the momentum going.
- Demonstrated hands-on history of coordinating all aspects of event planning such as production / staging, A/V, food and beverage, registration, & ticketing, design & décor, speaker / talent management, stage management / ROS, on-site staffing and volunteer management.
- Experience developing and maintaining community and venue partnerships, with confidence representing an organization externally.
- You've coordinated live events and promotional campaigns before, including leading part-time staff and volunteer teams who show up for one night and need clear direction fast.
- Strong cross-department collaborator, comfortable working with a range of internal and external stakeholders.
- Works closely with programming, digital, membership, sponsorship, development, and the Nashville Public Radio events team.

Compensation and Benefits

- \$68K+ commensurate with experience
- Full health, dental, and vision benefits. As well as employer paid life and long-term disability insurance and Employee Assistance Program.
- 401 (k) with employer match
- Generous PTO, holidays, and paid parental leave.
- A creative, mission-driven workplace with smart, supportive colleagues.

REQUIREMENTS AND EXPECTATIONS

- 4+ years of hands-on, consumer-facing event planning, ideally with success in generating funding
- Demonstrated hands-on history of coordinating all aspects of event planning such as production/staging, A/V, food & beverage, registration & ticketing, design & decor, speaker/talent management, stage management/ROS, on-site staffing & volunteers management
- Experience with sponsor relations and fulfillment is a plus
- Detail-oriented, sees the big picture and how individual smaller elements come together
- Comfort with high-performing small teams and open-plan office space with scrappy startup energy
- Enjoys collaboration & building consensus with team, colleagues, and stakeholders, as well as being decisive and able to operate independently and follow an agreed-upon game plan
- Work experience in media, nonprofit, marketing, or public relations is a plus
- Must have command of the following software: PromoSuite, Asana, Eventbrite, and Slack along with Microsoft Office suite of products such as Excel, Word, and PowerPoint.
- A valid Tennessee driver's license

POSITION TYPE / EXPECTED HOURS OF WORK

This is a full-time, salaried, exempt position. Days and hours of work vary, though this is an office-based position. This individual will often work evenings and weekends.

PHYSICAL DEMANDS

The employee in this position is frequently standing, walking, or sitting; using hands to finger, handle, or feel; reaching with hands and arms, and talking or hearing.

Lifts Weight or Exerts Force Work Environment - The employee in this position may regularly lift up to 20 pounds.

About Nashville Public Radio

Nashville Public Radio is a community-licensed nonprofit serving Middle Tennessee through trusted news, engaging music, and distinctive cultural programming across 90.3 FM WPLN News, the NashVillager, 91.1 FM WXP, Nashville Classical Radio, and multiple digital platforms. Our award-winning newsroom, WPLN, delivers context-rich reporting that amplifies voices often underrepresented in media. Our music discovery station, WXP, is where lovers and creators of music connect — convened by local music experts with handpicked music that expresses the depth, breadth, and diversity of the Nashville music scene. We are a collaborative, high-performing team with strong national partnerships and a deep commitment to supporting our journalists and creators both professionally and personally.