

CAREER OPPORTUNITY

Managing Director -- Community Concerts at Second

Community Concerts at Second seeks a full time Managing Director. Currently the organization presents a schedule of 16 live concerts on Sunday afternoons and evenings from September through June. Concerts are held at Second Presbyterian Church at 4200 Saint Paul Street. Previous Managing Directors served as independent contractors in a part-time capacity. This new position is a full time employee with the expectation that the successful candidate will be an active partner and devote significant time and effort with the Board to enhance awareness of the Series in the community and increase both audience size and fundraising.

In general: The Managing Director is responsible for the day to day operations and management of the organization. This includes: marketing and production of concerts; fundraising; as well as financial management and reporting. Financial matters are undertaken with support from a part-time (contractual) bookkeeper and the Board's Treasurer. The Managing Director reports to the President of the Governing Board regarding all aspects of the position and works closely with the Chair of the Music Committee with regard to the operations of that Committee and contracting with artists and interacting with the Baltimore Symphony Orchestra (BSO).

Community Concerts does not have formal office space, but makes use of our concert venue at Second Presbyterian to receive mail. The Managing Director will need to provide their own work space and equipment. Working hours are flexible but require attendance at Board and committee meetings (which may occur on weekends or evenings), as well as rehearsals and Sunday concerts.

Salary: Competitive with similar non-profit arts organizations in the area and commensurate with experience.

Qualifications: The ideal candidate will possess or demonstrate:

- a bachelors degree; post-graduate education in music or non-profit management is preferred;
- minimum of 2 to 4 years of relevant experience with an arts or other non-profit organization;
- active membership in the Baltimore musical or arts community;
- strong written and verbal communication skills as well as command of social media;
- proficiency in MS Word, Excel and Quickbooks;
- proven initiative and flexibility in managing an organization.

Responsibilities: Specific duties and responsibilities include:

I. Artistic Matters

- Provides support for the Music Committee which includes: oversight of press kit review and selection of artists for the afternoon concerts, all aspects of contracting, as well as serving as principal liaison with BSO artistic directors for the candlelight concerts. (Committee meets approximately 6 times per year), and coordinates activities related to the annual Wonderlic Competition.
- Supervises production of concerts, including: rehearsals, set up, break down and management of performers.

II. Operations

- Markets the concert series in the local and regional media through multiple traditional and social media channels
- Manages production and distribution of season brochure (mailer), program guide, *Sonata*, and BSO biography pamphlet...
- Manages the fundraising/development activities of the Board.
- Performs routine administrative duties related to the organization including: correspondence, email, answering phone and voice mails, oversight of financial transactions and reporting (including review of invoices for payment , preparation of an annual budget) and preparation of materials for Board meetings.

For additional information about Community Concerts at Second, please visit our website:

www.communityconcertsatsecond.org. Applicants should send a cover letter (including salary expectations) and resume to:

Community Concerts at Second

4200 Saint Paul Street Baltimore, MD 21218

Attn: Beth Felder

or email: ccmandir2017@gmail.com