



JOB DESCRIPTION

TITLE OF POSITION: Executive Director

REPORTS TO: Board of Directors

BASIC FUNCTION: To enable and execute the vision of the Artistic Director by ensuring the smooth operation of administrative and financial tasks, developing funding and donor related activities including grant writing, coordinating publicity and communication with patrons and ensuring successful implementation of the strategic plan.

SPECIFIC DUTIES:

Administrative

- Manage box office by uploading event registration to website, processing ticket sales, overseeing registration at events and generating reports on attendance, income, and performance costs
- Manage inventory of CDs, process sales, service existing gift shop accounts, research and establish new sales outlets
- Expand outreach to retirement communities, schools, libraries, and other groups and schedule performances and workshops
- Develop regular correspondence with patrons, supporters, collaborators
- Maintain contact lists utilizing reports from NCOA (National Change of Address), Mailchimp and Bandzoogle (band website)
- Maintain an archive of concert programs, publicity and reviews from performances and events

Publicity

- Oversee maintenance of musiciansofmaalwyck.org and social media accounts
- Develop and oversee publicity including website content, social media content, email campaigns and preparation of newsletters and media releases
- Track results of promotions and online tools (Mailchimp, Bandzoogle, YouTube and Google Analytics)
- Manage the design and production of season brochure, concert programs, publicity flyers and newsletters
- Look for new avenues to promote the ensemble, including expanding beyond the region
- Non-traditional promotion

Financial

- Record income and expenses, and generate/ update budget and financial reports utilizing Quickbooks
- Research grant and funding opportunities
- In collaboration with the Artistic Director, craft, revise and submit grant applications
- Consult and network with representatives from grant organizations

Donor and Corporate Development

- Work to establish strong ties with donors, expanding donor base, developing relationships with donors and improving connections between the ensemble and donors.
- Identify potential corporate support, work to foster relationships, provide meaningful benefits to both organizations, and create a base of economic support for the ensemble.

Strategic Plan

- Assimilate the strategic plan, working with board, artistic director and ensemble to implement

Support

- Serve as an ambassador by providing a positive social experience for patrons at events, and by facilitating Board member/ customer interactions
- Assist the Board of Directors with event development and provide support to subcommittees
- Support the development of events for fund raising, celebratory programs and beyond
- Encourage concert expansion by assisting the artistic director with research of other performing locations beyond the Capital Region

Requirements

- Knowledge of social media platforms including Facebook and Instagram
- Working knowledge of Microsoft Office including Word, Excel, Powerpoint and Publisher
- Adept at general platforms such as Mailchimp, Bandzoogle and Quickbooks and an ability to learn new platforms
- Grant writing and research skills preferred
- Self-motivated and self-directed
- Excellent customer service skills
- Strong written and verbal skills
- Ability to multi-task
- Ability to work remotely with access to WiFi and cellphone
- Willingness to be in the Capital Region to establish a regular local presence, including concert, event, and board meeting attendance, and working to build familiarity and ties with local arts leaders, corporations, businesses, donors and patrons.
- Attend meetings, workshops and trainings where appropriate
- Commitment to Musicians of Ma'alwyck and its mission

HOURS: 40 per week including occasional weekend and evening hours

SALARY: \$50,000 + Vacation and Sick Time

START DATE: April 2024

RESPOND TO: **Mail or email resume, cover letter and references by April 5, 2024:**

Ann-Marie Barker Schwartz
Musicians of Ma'alwyck
511 Mohawk Ave.
Scotia, NY 12302
annmarie@musiciansofmaalwyck.org

Musicians of Ma'alwyck, founded in 1999 by Ann-Marie Barker Schwartz, is a flexible-sized chamber ensemble in residence at the Schuylar Mansion State Historic Site and Schenectady County Community College. The performing ensemble specializes in music performed in America during the eighteenth and nineteenth centuries. Musicians of Ma'alwyck is a 501c3 non-profit organization and is an equal opportunity employer.

Musicians of Ma'alwyck

511 Mohawk Ave., Scotia, NY 12302