



JOB DESCRIPTION

TITLE OF POSITION: BUSINESS AND GRANTS MANAGER

REPORTS TO: ARTISTIC DIRECTOR

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, and coordinating publicity and communication with patrons.

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 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 and newsletters

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

Support

- Serve as an ambassador for Musicians of Ma'alwyck 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
- Additional tasks as assigned by Artistic Director

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
- Some local travel involved
- Act as a community representative as needed
- Attend meetings, workshops and trainings where appropriate
- Commitment to Musicians of Ma'alwyck and its mission

HOURS: Part-time, flexible hours averaging 20 per week.

SALARY RANGE: \$17,000 - 20,000

START DATE: Early May 2022

RESPOND TO: **Mail or email resume, cover letter and references by February 15, 2022:**

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 Schuyler 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