



**Title: Bach Festival Executive Director**

**Posted May 6, 2015: Full consideration will be given to résumés received by May 29, 2015 with later applications received as needed until the position is filled.**

**To apply:** <https://reason.kzoo.edu/hr/employ/staff/bachdir2015/>.

**Immediate supervisor:**

The Director is responsible to the Bach Festival Board of Directors.

**Position summary:**

Responsible for managing Bach Festival's programming, educational and financial efforts in tandem with the Music Director, Assistant Director and Board of Directors. Specific duties involve overseeing administrative functions of Bach Festival, including long-range planning, program development, financial development and grant applications, personnel management and facilitation of board committees. The Director is an employee of Kalamazoo College.

**Work schedule:**

This is a part time position based on 990 hours per year.

**Key responsibilities:**

Board of Directors Staffing Responsibilities:

- Assure that the policies of the Board of Directors are implemented.
- Plan and work with the Board regarding the organization's fiscal and management needs.
- Carry out meeting packet preparation, agenda setting and communication between the committees and the Board.
- Work with each committee chair to facilitate committee work.
- Work with the Music Director to assure that programming is implemented.

Personnel Management:

- Assist Board of Directors with management of the volunteer system.
- Be responsible, along with the Music Director, for hiring Bach Festival personnel, including staff and guest artists. Determine benefits, personnel policies, salaries, compensation, evaluation of work, and all other duties pertaining to the paid staff and guest artists.
- Assure that all federal and state employment regulations are met. Serve as liaison with Kalamazoo College.

Artistic Facilitation:

- Arrange for rehearsal and performance spaces, coordinate housing and travel needs for guest artists.
- With Music Director, Assistant Director and Board of Directors assist in setting the overarching theme and direction for the season.

- Work with Music Director to ensure the smooth operation of concert productions, events, and education outreach programs. Assist in identification of guest artists and groups.

#### Educational Outreach

- Serve as liaison with schools for choral festival, master classes and other educational and outreach activities.
- Work with the educational committee on development and implementation of activities.

#### Fiscal Management:

- Work with the Treasurer and financial manager to assure that accounts are maintained to meet federal and state regulation.
- Along with the Board of Directors, develop an annual budget for the organization.
- Assure that statements are reported regularly to the Board Directors. Work cooperatively with the Treasurer, public support committees and Music Director on budget development.
- See that an annual meeting is held and an annual fiscal report published.

#### Financial Development

- Supervise grant procurement.
- Assist in membership and donor cultivation.
- Work with the Corporate and Individual Support Committees and Board on the annual campaign, major gift solicitation and corporate sponsorships.

#### Communications, Public Relations, Information Management:

- Work with the Assistant Director to plan and implement a marketing strategy and coordinate ticket sales.
- Work with the Board and Assistant Director to manage the production of public relations materials and see that they are released in a timely manner.
- Work with designer on development of printed materials, including programs, advertisements, posters, etc.

#### Service Delivery Management:

- Oversee communications to musicians and guest artists.
- Assure that rehearsal schedules, housing, and other details are communicated clearly.
- Supervise office personnel.
- Negotiate and write contracts.

#### Properties Management:

- Ensure that rehearsal, performance, and office space is available, effective and efficient.
- Have in place adequate insurance.

#### **Qualifications:**

To be successful in this position, a person must have

- Office management experience
- Experience in managing budgets and financial reporting
- Development and fundraising experience
- Grant writing experience
- Bachelor's degree

Preferred skills include

- Public relations and communications skills
- Experience in a non-profit, educational, and/or artistic setting
- Background in music and/or experience with a music presenting organization
- Proficiency in MS Word and Excel

Physical requirements include the ability to work in an office environment with extensive use of computers and telephones; to read, write and handle paper documents; to lift up to twenty pounds; ability to travel within the greater Kalamazoo area to performance venues and educational outreach sites.