

January 24, 2024

Job description

Voices of Music (VOM) seeks a motivated, talented General Manager. The ideal candidate will possess excellent managing skills, administrative, project management and communications skills, initiative, flexibility, creativity, resourcefulness, attention to detail, a passion for creative marketing and a good sense of humor. Our organization is growing rapidly, and so is this position, and we are therefore open to a diverse array of strengths. This position is flexible in many ways, so we are interested in what you have to bring to the table, and in what areas you would like to grow with us.

We are an equal employment opportunity employer and will consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.

PLEASE do not apply unless you have a background in classical music, or nonprofit arts organization administration.

POSITION OVERVIEW

Administration:

- Coordinate our weekly after school programs, liaising with the Unified School Districts
- Coordinate our other Education programs
- Coordinate and manage the production of print materials including mailings, brochures, postcards, and performance programs

Gift Processing and Database Management:

- Oversee maintenance of our database in our donor management system Little Green Light
- Work with the Treasurer, Artistic Directors, and Bookkeeper to manage the budget, track donations and cash flow.

Fundraising, Grants:

- Collaborate with our grant writers and VOM Artistic Directors to identify prospective grantors, write draft proposals, and generate follow-up reports

Marketing/Publicity

- Oversee and coordinate all marketing efforts

Performances and Special Events:

- Coordinate and manage timelines for the concert season and special events. These events include performances, donor recognition and fundraising.
- Oversee and coordinate travel and housing for out of town musicians
- Oversee box office management
- Collaborate with VOM Artistic Directors and Board Chair with administrative tasks connected to our programs, such as setting up rental space for performances and rehearsals

THE IDEAL CANDIDATE

Required:

- Passionate about music and the arts
- College or university degree in arts administration, music, comparative literature or business, or relevant work experience
- Innovative, entrepreneurial and thoughtful spirit with openness to working with a team
- Strong written and verbal communication skills
- Ability to prioritize multiple tasks and work with deadlines
- Ability to create, maintain and document schedules, calendars, policies, procedures and systems
- Creative problem solver with strong interpersonal skills
- Comfortable offering and receiving constructive criticism
- Well organized and detail oriented
- Proficiency in Microsoft Word, Google Workspace (Drive, Docs, sheets) and enthusiasm for picking up new technology skills

Preferred, not required:

- Familiarity with grant research and writing
- Previous experience with database and donor management
- Additional computer skills: Adobe Suite, Microsoft Excel a plus
- Budget experience
- Ability to read music
- Multilingual skills and multicultural or cross-cultural experience appreciated
- Internet, YouTube and social media skills

GENERAL INFORMATION

Work Environment

Most work will be from home. Performance and program locations are throughout the Bay Area. Applicant will need to have access to a car for performances and special events.

Compensation

This job will start out as a part time position (15-20 hours/week), with periods of full time leading up to concert production weeks. There is potential for this position to grow. Compensation will range from \$40-\$60/h, depending on experience, and may be higher with substantial potential to grow in hours and pay with time. Expected hours will generally be weekday daytimes, with the exception of production weeks, and are generally quite flexible. Voices of Music will contribute to the costs of your health insurance. Vacation time and sick pay is included.

How to Apply

To apply for this position, please send your resume and references to vomjobs@voicesofmusic.org. Application materials should include a resume, a cover letter, and contact information for two professional references. The review of applications will begin immediately and continue until a qualified candidate is selected.

What We Do

Voices of Music was founded in 2007 by musician-scholars Hanneke van Proosdij and David Tayler, who brought together a core group of the Bay Area's leading specialists in period instrument performance to present creative, accessible early music programs. Each season, Voices of Music presents four series of concerts at three locations in the greater Bay Area, in addition to several smaller concerts which feature the works of a particular composer or instrument. Our ensemble members are respected worldwide for their artistry; we select concert repertory to showcase their unique strengths in order to reach our audiences in the most relevant and vital ways possible.

Outside the concert hall, Voices of Music continues to enrich the artistic life of the surrounding community. We support musicians young and old through our after school recorder and voice classes program; the Junior Recorder Society, a performing group for school-age recorder players; our recorder orchestra of adult amateur players, and our Young Artists Program, which assists emerging professionals.

What makes Voices of Music unique is our production of performance and educational music videos. Since 2007, we have been building a digital library of music from our concerts; we now have 450 videos online, and we have transformed the way audiences engage with music: our videos have reached over 162 million viewers, 425K subscribers, and our largest audience is in the age range 18-34. As one of the largest Classical Music channels in the world, our music video library may be shared freely and is used in classes in high schools, colleges and universities.

Recent awards include winning multiple categories in the Classical Voice *Audience Choice Awards* for seven years in a row, an all-time record. Voices of Music was awarded the *Silver Creator Award* by YouTube in 2019. In 2017 we received the *Laurette Goldberg Award* from Early Music America, which recognizes outstanding achievement in outreach and educational projects.