

November 23, 2025

Managing Director – Voices of Music
Part-time, with growth potential • Bay Area, CA

Voices of Music seeks a motivated, talented Managing Director to join our rapidly growing organization. The ideal candidate is an excellent manager and communicator—someone with initiative, flexibility, creativity, resourcefulness, attention to detail, a passion for the performing arts, and a good sense of humor. Because this position is evolving, we welcome a broad range of strengths and backgrounds.

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.

Important: Please apply only if you have experience in performing arts administration or nonprofit arts management.

Position Overview

The Managing Director reports to the Artistic Directors and ultimately to the Board of Directors. The role combines day-to-day administrative responsibilities, support of education programs, marketing coordination, and on-site leadership during rehearsals, performances, and recording sessions.

Core Responsibilities

Administration

- Schedule staff, production personnel, venues, and education programs for the season.
- Arrange venue bookings, contracts, and concert dates.
- Schedule production crew and video recording staff.
- Manage VoM's ticketing system and coordinate distribution of printed tickets.
- Coordinate after-school programs; serve as liaison to local school districts.
- Support additional education programs and projects.
- Coordinate payroll with the VoM bookkeeper.
- Ensure renewal and proper handling of insurance certificates.
- Serve as liaison with musicians:
 - Track travel arrangements and reimbursements
 - Manage employee and guest performer paperwork

Marketing & Public Outreach

In partnership with the Artistic Directors:

- Assist with creation and distribution of print materials (brochures, postcards, mailings, concert programs).

- Support online and social media marketing campaigns connected to concerts and special events.

Concert-Week & Rehearsal Support

Serve as VoM's on-site representative to oversee logistics and ensure smooth communication among artists, A/V teams, front-of-house staff, and venue personnel. Responsibilities include:

- Managing rehearsal schedules.
- Ensuring all venue contract requirements are met.
- Assisting musicians with transportation and schedule coordination.
- Managing rehearsal space access, setup, and breakdown:
 - Opening the venue and closing at the end of the day
 - Overseeing room configuration and cleanup

Concert & Recording Day Leadership

- Oversee call times and schedules for musicians, A/V, and production crews.
- Manage front-of-house operations, including ticketing and on-site sales.
- Oversee door openings, intermission flow, and post-concert breakdown.
- Confirm that all venue requirements (lights, keys, equipment, communication with staff) are fulfilled before departure.

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, collaborative and thoughtful team member
- 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
- Proficiency in Microsoft Word, Google Workspace (Drive, Docs, sheets) and enthusiasm for picking up new technology skills
- Valid California Driver's license

Preferred, not required:

- Experience with Adobe Suite, Microsoft Excel
- Budget experience
- Ability to read music
- Multilingual skills and/or cross-cultural experience
- Internet, YouTube and social media skills

GENERAL INFORMATION

Work Environment

Most work will be from home with visits to the Music Directors office two to four times a month. Performance and program locations are throughout the Bay Area. Applicant will need to have access to a car for performances and special events.

Compensation

Part-time (15–20 hours/week) with periods of full-time hours during concert production weeks.

Compensation: \$35–\$50/hour, depending on experience, with significant potential for increased hours and pay as the role grows.

Includes paid sick leave.

Work hours are generally weekday daytimes, except during production weeks, and are flexible.

How to Apply

Please email your resume, cover letter, and two professional references to: listen@voicesofmusic.org

Applications will be reviewed immediately and accepted until the position is filled.

What We Do

Voices of Music runs one of the largest classical music channels in the world.

The ensemble 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 programs 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 musicians 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 533 publicly available performance videos online, and we have transformed the way audiences engage with music: our videos have reached over 215 million viewers, 530K 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 nine 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.