

Job Description

General Manager

Seattle Pro Musica

Karen P. Thomas, Executive & Artistic Director
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POSITION OVERVIEW

The General Manager reports to the Artistic/Executive Director and works in collaboration with the Artistic/Executive Director and Board of Directors. The General Manager is responsible for the overall management of all aspects of the administration and general business operations of Seattle Pro Musica. Some weekend and evening hours required.

PURPOSE AND OBJECTIVE

Develop, implement and monitor strategies that achieve Seattle Pro Musica's organizational goals, objectives and long-range plans. Exercise discretion and independent judgment in implementing the efficient and professional operation of the office, and of the daily business activities and administrative functions of Seattle Pro Musica.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Administrative Systems

Manage the business office operations to support Seattle Pro Musica's goals and objectives:

- Manage Seattle Pro Musica's business office, computer network and office equipment needs.
- Oversee all administrative operational systems and monitor for effectiveness.
- Manage website, corporate email system, and other office technology.
- Administer employee policies, practices and procedures as established by Seattle Pro Musica in conjunction with our corporate attorney, to ensure compliance with state and federal employment laws and regulations.
- Negotiate and maintain office rental agreement and all leases and rentals.
- Recruit, manage and supervise volunteers for concert production, auction and office projects.
- Hire and supervise temporary support staff, in accordance with budget and annual plan.
- Attend weekly office staff meetings.

Development

Develop, coordinate and implement a comprehensive strategy of financial development and support:

- Plan and implement the annual donor campaign.
- Prepare and manage foundation and government grant requests and reports.
- Secure concert and auction sponsorships.

- Create materials to support development efforts.
- Identify and pursue new sources of contributed income – individuals, corporations, foundations, grants.

Fundraising

Develop, coordinate and implement fundraising efforts:

- Manage annual fundraising auction. (See comprehensive auction description.)
- Lead and work directly with auction committee to plan and implement all facets of auction.
- Work closely with staff, Board members, choir members and volunteers to coordinate all auction operations, procedures and planning.
- Develop and implement other fundraising strategies, as needed.

Marketing

Develop and implement a comprehensive strategy to market the chorus and produce its programs, in collaboration with the Artistic Director and Board of Directors:

- Manage sales of tickets and subscriptions with the goal of increasing the subscriber and general audience base.
- Develop and implement a comprehensive marketing plan in collaboration with the marketing committee, including season brochure, press releases, advertising, calendar listings, postcards, and social media.
- Manage production of all print materials from design to final printing.
- Manage and provide regular updates to SPM website, and to social media sites (including Facebook, YouTube and Twitter) as per production schedule.
- Write and produce monthly eNotes.
- Develop and implement a comprehensive marketing plan for CD and other merchandise sales, including oversight of inventory.

Concert Production

- Manage front of house and box office operations for all concerts, including physical set-up of box office at venues.
- Oversee logistics in support of concert production.
- Liaison with performance venues to ensure proper preparation, working with artistic director and stage manager to determine needs and requirements.
- Recruit and train volunteers for concert staffing, including box office, CD sales, and ushering.
- Support outreach performances by coordinating volunteers for CD and ticket sales.
- Work with development committee to support fundraising efforts at concerts.
- Manage and reconcile revenues collected at performances.
- Manage concert print material preparation, including programs and inserts.

Financial Management

Manage financial operations in accordance with approved budget and governmental regulations:

- Work closely with the treasurer and artistic director to determine costs for upcoming season and prepare the annual budget.
- Prepare annual budget and variance analysis for presentation to board.

- Prepare monthly budget reports for presentation to board, including projections and anticipation of potential problems.
- Monitor expenses to budget line items; coordinate proper expense allocations.
- Complete AP/AR, including payment of bills, depositing payments, maintaining all financial records and accounts (using Quickbooks.)
- Comply with all local, state, and federal regulations. Prepare and file reports as needed, and pay monthly and quarterly taxes as required.

Planning

Participate in and implement short- and long-range planning; engage board and artistic director in periodic planning sessions:

- Work closely with the artistic director to create and update the yearly production calendar. Monitor production and ensure that set tasks are accomplished in a timely and professional manner, according to specified deadlines.
- In conjunction with artistic director and board of directors, prepare the strategic plan materials and strategies for implementation.
- With the board and artistic director, evaluate and report progress toward goals on a regular basis.

Board of Directors and Committees

Work with the board of directors and its officers:

- Attend all meetings of the audit committee and full board; produce meeting minutes.
- Assist the president in developing and processing of agendas for meetings.
- Prepare reports for presentation to the audit committee and board.
- Assist in identifying and attracting potential new board members.
- Work with standing and ad hoc committees to plan strategies and implement tasks.

Community Relations

- Develop ongoing relationships with arts management peers in the community.
- In support of the artistic director, act as a spokesperson for Seattle Pro Musica when needed to the media, government agencies, corporate community, foundations, funders, and the community.

QUALIFICATIONS

The ideal candidate will:

- share a passion for and commitment to the mission and artistic vision of Seattle Pro Musica
- possess non-profit management experience; performing arts or events management experience preferred
- have a strong background in office management, development, and marketing
- have a strong background in managing finances for a small organization
- be able to organize and motivate volunteers

Core Competencies:

- Expert computer skills, including proficiency using MS Office suite
- Strong written and oral communication skills
- Exceptional organizational skills
- Basic knowledge of office computer networking
- Basic knowledge of website structure and maintenance (programming languages not required, though knowledge of html a plus)
- Working knowledge of data base structures (experience with Salesforce and Access a plus)
- Basic bookkeeping experience, including AP/AR (knowledge of Quickbooks a plus)
- Ability to plan, organize and manage fundraising events
- Bachelor's degree required, master's degree preferred

Personal qualities:

- High degree of personal and professional integrity
- Motivated to achieve and maintain high quality
- Ability to work independently and productively, with minimal direction
- Detail-oriented
- Highly organized and self-motivated
- Ability to prioritize and manage time to work efficiently
- Ability to multi-task and wear many hats
- Strong interpersonal skills
- Ability to work alone, as well as in collaborative small groups
- Enjoy working with volunteers

Compensation - \$35,000 - \$40,000 DOE. Full-time, salaried (exempt) position. Standard holidays. Two weeks paid vacation. Health benefits. EOE

APPLICATION PROCEDURE

- Read complete job description at www.seattlepromusica.org
- Submit resume and cover letter, detailing the reasons for your interest in the position and why you believe your experience, accomplishments and personal qualities make you a qualified candidate for the position.
- Submit via email to: jobs@seattlepromusica.org