**Position Announcement**

**Executive Director of the San Francisco Early Music Society**

**About the San Francisco Early Music Society**

Since 1975, the San Francisco Early Music Society (SFEMS) has served the Bay Area’s early music community, promoting historically-informed performance and appreciation of music from the Middle Ages onward, through concert presentations, educational workshops for both amateurs and emerging professionals, and financial and institutional support for regional music organizations who share our goals.

SFEMS presents an annual concert series featuring the finest representatives of our region’s very rich musical community as well as visiting performers of national and international stature. Every other June, SFEMS hosts and presents the Berkeley Festival and Exhibition (BFX), an 8-day, international conclave, which in 2018 featured 18 main-stage concerts and 73 fringe concerts. BFX is a collaborative effort between SFEMS and other national early music organizations. It is recognized as one of the world’s major early music festivals and has become a revered tradition in the San Francisco Bay Area. Each summer, SFEMS hosts six, week-long early-music workshops—Medieval/Renaissance, Baroque, Classical, Recorder (2 weeks), and a Music Discovery workshop for young people—as well as several collegiums and lectures that take place during the year. Through our Affiliates Program, SFEMS supports 33 local early music ensembles and organizations, providing them with the benefit of 501(c)(3) status required for tax-deductible fundraising, liability insurance for their events, and other benefits.

SFEMS serves the greater San Francisco Bay Area, with concert venues in San Francisco, Berkeley, and Palo Alto, and enjoys the support and participation of members from Sonoma to Sacramento to San Jose.

An applicant for the Executive Director position should have knowledge and appreciation of both classical music and historically-informed performance. This is a hands-on job. It requires the incumbent to be self-motivated, self-directed, energetic, and proactive. The successful candidate will bring a professional attitude to the position, will function with a sense of purpose and direction, and will be a creative problem solver who brings “out of the box” thinking along with a positive outlook, and a cooperative, friendly demeanor.

**The Executive Director - Duties and Responsibilities:**

1. **Fundraising and development**, including
   1. Develop and manage relationships with individual and corporate donors
      1. Identifying and cultivating potential donors
      2. Working with board to set and meet donation goals
   2. Manage of grant funding process
   3. Establish a relationship with those municipal entities (city government, civic arts groups, SF Arts Grants) that contribute to and advocate for the arts
2. **Financial management** including
   1. Develop the annual budget for the Society as a whole based upon the budgets of each of the organization’s programs.
   2. Negotiate contracts with performers, workshop directors and faculty, and venues
   3. Manage cash flow and the compilation of financial statements
   4. Oversee the activities of the bookkeeping office and manage the annual audit by the Society’s outside accountants
   5. Oversee the maintenance of the organization’s CRM data base
3. **Marketing** 
   1. Work with the SFEMS board and staff to develop and implement an annual marketing and advertising plan
   2. Advance SFEMS influence and visibility in the greater Bay Area
      1. Publish regular informational announcements of about SFEMS
      2. Advertise in concert programs
      3. Promote and manage SFEMS membership program
   3. Manage publishing of social media presence (weekly email blasts, website, Facebook, etc.)
   4. Manage development, publishing and distribution of press releases, brochures, etc.
4. **Staff hiring**, development and management
   1. Hire and supervise staff to accomplish organization goals
   2. Assure compliance with applicable personnel law
5. **Board engagement and support**
   1. Work with board president, board committees and board members to form the Society’s strategic plan and lead the implementation of board vision
   2. Provide administrative support, including financials
6. **Supervise concert series and festival production** 
   1. Work with artistic director and concert committee for setting budgets concert seasons and festivals.
   2. Schedule artists
   3. Reserve venues
   4. Supervise marketing effort
   5. Artist negotiations
   6. House management
   7. Manage Instrument loans and rentals (harpsichord, organ, etc.)
   8. Concert program production
   9. Concert season brochure production.
7. **Supervise summer workshop administration** 
   1. Work with administrators and workshop directors to set budgets.
   2. Oversee workshop administration
   3. Oversee management of funds raised in workshop fundraising efforts
   4. Manage contracts with workshop venues
8. **Supervise affiliate member program**
   1. Oversee renewal of affiliate members’ contracts each year
   2. Negotiate insurance needs and preferences of affiliate members
   3. Seek opportunities to feature affiliate members in concerts
   4. Manage all donations to affiliate members according to fiscal sponsor regulations

**Qualifications**

1. Must have an appreciation of early music; knowledge of early music periods and styles; knowledge of local, national, and international early music ensembles.
2. A Bachelor’s degree plus experience in nonprofit arts administration or related field
3. Knowledge and understanding of budgets and financial reporting.
4. A successful track record in fundraising
5. Knowledge of arts marketing
6. Knowledge of nonprofit leadership best practices
7. Project management skills.
   1. Setting and meeting deadlines and ability to ensure that all deadlines are met, including multiple deadlines for multiple concurrent projects.
   2. Ability to delegate
   3. Ability to see the big picture and think strategically as well as to manage a wide variety of tasks at a highly detailed level.
8. Ability to communicate clearly and effectively, in writing and verbally, with a high degree of tact, diplomacy, and sensitivity. Possessed of and able to apply superior judgment to all situations.
9. Computer skills including effective knowledge of Word, Excel, and social media including Facebook. Experience with WordPress, Vertical Response a plus.
10. Will need a vehicle, a current driver’s license, dedicated home work space, a computer & wi-fi, and the physical ability to lift brochure boxes and participate in set up and tear down for concerts.

**Compensation**

This is a 50% salaried position. Annual salary is $50,000 per year. The percentage time may increase over time based on the success of the selected candidate to advance the organization’s goals

**Applications and Inquiries**

Please submit the following:

* Cover letter
* Resumé with a summary of accomplishments
* 3 references including contact information (electronic submissions preferred)

to:

**Joyce Johnson Hamilton, President**

San Francisco Early Music Society

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