



## **EXECUTIVE DIRECTOR JOB ANNOUNCEMENT**

The Kingston Chamber Music Festival (KCMF) seeks an experienced, skilled, and motivated Executive Director to work with KCMF's Board of Directors to strengthen our ties to the South County Community, expand our offerings, and grow our audience and funding base. The Executive Director will manage all administrative aspects of the organization. This is a full-time position. The Executive Director works in partnership with the Artistic Director and reports to the KCMF Board of Directors.

### **ABOUT KINGSTON CHAMBER MUSIC FESTIVAL**

Violinist David Kim founded the Kingston Chamber Music Festival in 1989. Our mission is to bring outstanding chamber music performed by exceptional young artists and world-class musicians to audiences in southern New England; to present concerts at affordable prices; and to provide outreach programs to students in our area schools and to adults in community settings.

KCMF's annual season comprises our core summer festival, which features six chamber music concerts that take place at the University of Rhode Island's Fine Arts Center during the last week of July and the first week of August. Other activities include a piano recital, one winter concert, and school and community outreach programs that are designed to engage new audience members and connect with communities beyond South Kingstown.

A Board of Directors governs KCMF. The Executive Director is a non-voting member of the Board. The organization's operating budget is \$250,000-\$300,000 for 2019. Two-thirds of this budget comes from patron donations, corporate sponsorships and grants, so fundraising is an important part of the Executive Director's role.

The Summer 2018 Festival marked KCMF's 30th anniversary. It was a total success by every measure and received rave reviews from Rhode Island music critics. Several of the concerts were complete sell-outs, an achievement for a concert hall that holds 600. The KCMF Board and Artistic Director want to build on the excitement created by the 2018 Festival to increase awareness of the Festival and expand its audience and funding base.

## **JOB SCOPE AND RESPONSIBILITIES**

This is a remote work position, as KCMF currently does not have a permanent office. The Executive Director can work from home but should expect to have meetings in the Kingston area 2-3 days per week as well as meetings in other parts of Rhode Island. During the two-week summer festival, the Executive Director will be expected to spend long days at the URI Fine Arts Center. Travel for regional conferences or other meetings may occur throughout the year.

The Executive Director works closely with the Artistic Director and Board committees to deliver the festival, school outreach program and off-season concerts. She/he is a member of several Board committees including Development, Operations, Finance, and Education. Given the small staff, Board members perform a number of tasks related to operations and play a major role in fund-raising. However, it is expected that as the Executive Director becomes more familiar with the organization, she/he will take on a greater role in development.

Specific responsibilities include:

### **Operations**

- Co-chairs Operations Committee with Vice President of the Board to plan and oversee all activities related to delivering the festival and other KCMF events.
- Manages KCMF's Customer Relationship Management (CRM) database, which is used to track and report donations, ticket sales, and the results of marketing campaigns.
- Prepares contracts for artists and concert venues.
- Hires and manages all seasonal staff for the festival, including box office manager, concert manager, and several stage crew members.
- Oversees artist transportation and housing.
- Supervises the seasonal box office and box office manager and ticket sales associated with off-season events.
- Manages all outside contractors providing website support, graphic design, printing services, photography, bookkeeping, and other support services to the Festival.

### **Financial Management**

- Manages KCMF's bookkeeper and is responsible for managing the annual budget established by the Board.

### **Marketing and Outreach**

- Manages Kingston Chamber Music Festival's website content updates.
- Manages production of all printed materials related to the festival and off-season concerts, including program books, festival and concert advertising materials, posters, brochures and pamphlets, semi-annual newsletters, and tickets. Enlists

writing, editorial and design assistance from board members and volunteers as needed.

- Manages social marketing efforts.

### **Development**

- Sits on the Development Committee and assists in preparing grant applications and fundraising letters to private and public sector sponsors and individual donors.
- Works with the Board to cultivate donors and sponsors and expand the Festival's network of support (private donors, corporate sponsors, and foundations).

### **Education Programs**

- Contributes to the design and administers the schools outreach program in conjunction with the Artistic Director and the Education Committee.

### **Liaison with other Organizations**

- Liaises with outside organizations (including arts organizations and others) to expand the festival's audience base and develop a closer connection to the community and to other arts organizations throughout Southern New England.
- Coordinates with the URI Music Department regarding space, concert dates, student interns, and special events.

### **Strategic Planning**

- Works with the Artistic Director and the Board to develop and implement strategic plans to ensure Kingston Chamber Music Festival's long-term growth and sustainability.

## **PREFERRED PROFESSIONAL EXPERIENCE AND EDUCATION**

- 3-5 years experience managing an arts or arts education organization.
- Familiarity with the performing arts business, including contracts, marketing, and locating and managing venues.
- Proficiency in Quickbooks, Google Apps and Microsoft Office. Experience using a CRM a plus.
- Excellent digital, written and oral communication skills.
- BA or equivalent degree in music, communications, education or relevant field.

## **REQUIREMENTS**

- Interest and experience in building an organization.
- Ability to advance Kingston Chamber Music Festival's mission locally and regionally by making personal connections and being a presence for the Festival within the community.
- Ability to prioritize, plan and execute responsibilities.
- Excellent management skills.

- Collaborative team builder with strong diplomatic skills.
- Ability to work in a fast-paced environment, especially during the busy summer concert season.

**SALARY:** \$50,000. This is a full time position.

With the exception of concert weeks, hours are flexible, although a general work schedule should be agreed to with the Board.

Position includes:

15 vacation days

15 sick/medical days, which will roll over from year to year, for a maximum of 30 days accrued.

Paid federal and State of Rhode Island holidays

Employer-required taxes and insurance

Other benefits will be negotiated as appropriate.

**START DATE:** April 15, 2019

### **TO APPLY**

Applications will be accepted until the position is filled. Please supply the following materials either electronically (preferred) at [apply@kingstonchambermusic.org](mailto:apply@kingstonchambermusic.org) or by surface mail: Kingston Chamber Music Festival, P.O. Box 1733, Kingston, RI 02881

- Cover letter with contact information
- Resume/CV addressing the listed experience and qualifications
- Other relevant materials, as appropriate