

Managing Director of the Music Series at South Church – Job Description

The Managing Director is responsible for successfully implementing and coordinating all aspects of The Music Series program, working independently but also in conjunction with the Artistic Director and the Music Series Steering Committee.

Duties:

Concert Management: Plan, create and implement season's events, including: issue artists' contracts; ensure travel arrangements for artists; assist artists with local transportation/meals; write and produce event program books; attend and oversee all concert events.

Development/Funding: Work with the Artistic Director and the Steering Committee to sustain the financial well-being of the Music Series, including: write grant applications and reports, and communicate with foundations and funders; direct annual private contributors' fund drive; maintain donor database; manage corporate matching gifts; write annual appeal letter; ensure acknowledgement of individual contributions by creating thank you letters; facilitate small-scale fundraising events, i.e., holiday market, local restaurant partnership, bake sale, etc.

Office Administration/Administrative/Marketing: Prepare correspondence; order and purchase supplies as needed; distribute all publicity materials and notices; maintain and update all databases; prepare and supervise all mailings; supervise the sale and marketing of CDs of visiting artists; attend all Steering Committee meetings; prepare meeting materials; write press releases/articles for Music Series events; write monthly column for the church "Voice"; promote Music Series events in Sunday "News & Notes" as needed.

Financial: Authorize payment of bills by Financial Officer; prepare bank deposits (from donations, concert offerings, etc.) for Financial Officer; create yearly budgets; write monthly and annual financial reports in conjunction with the Financial Officer; manage ticketed events.

Graphic Design: Supervise design of season brochure and event program books collaborating with graphic designer and printer as needed; create posters for event promotion using CANVA.

Special Projects: Coordinate and help with receptions (Lessons and Carols annually); design visual displays.

Shared Duties with Artistic Director:

Community Involvement: Attend New Britain Commission on the Arts meetings; represent The Music Series in the community.

South Church: Interface and coordinate with South Church staff; schedule all events relating to building use; interface with South Church members and engage them as volunteers.

Concerts: Oversee site setup for performances; schedule instrument tuning as needed; coordinate moving of organ for organ recitals.

Skills Required and Qualifications:

- Computer familiarity and expertise with Office Suite including Word, Excel and Publisher; Google email; QuickBooks Professional; Adobe Acrobat; photo editing and scanning; Automated Church Services database software (mailing lists); maintain and update The Music Series website and social media pages.
- Proven verbal and written communication skills as well as effective interpersonal skills.
- Ability to coordinate and organize a multi-faceted program, delegating as needed.

Reporting Relationships: The Managing Director works in collaboration with the Artistic Director of The Music Series, directed by The Music Series Steering Committee, and is responsible to the Pastor of South Church.

Hours and Salary: The hours for this part-time position are 10 – 15 per week, and the annual salary is \$15,500. We are looking for someone to fill this position immediately. Please submit a letter of interest and your current

résumé to musicseries@southchurch.org. For more information about The Music Series, please feel free to peruse our website at <https://www.musicseries.org>.