

Part-Time Executive Director, California Music Center

Position Summary

The California Music Center (CMC), producer of the Irving M. Klein International String Competition, seeks an enthusiastic and experienced Executive Director with a commitment to the classical music industry. Together with the Artistic Director, CMC Board, and a part-time assistant, the Executive Director is responsible for overseeing all activities of the Klein Competition, including fundraising, and assuring the fiscal stability of the organization. CMC is embarking upon a three-year strategic initiative to expand its reach, scope, and annual budget. The Executive Director will play a key role in this initiative through designing and leading effective strategies to engage new and current donors, and increasing institutional giving.

The new Executive Director (ED) reports to the President of the Board of Directors and works closely with the Artistic Director around planning and implementation of the Klein Competition. A part-time assistant reports to the ED assisting with administration; marketing; and event logistics, planning and implementation.

Primary Responsibilities

Fundraising

- Generate and manage 2-3 annual appeals and donor acknowledgments.
- Research, write and manage 8-10 grant proposals per year.
- Maintain patron database, including donor stewardship.

Marketing/Public Relations

- Create and distribute press releases, PSAs, media interviews, newsletters
- Create, update, and maintain content for website.
- Coordinate cross-promotions with other organizations.
- Oversee social media presence and internet postings.
- Design and produce Competition program book and other publications.
- Produce print, online, and media-based advertising campaigns.

Klein Competition

- Manage all aspects of the application process for the Klein Competition.
- Manage all aspects of the Klein Competition production, including venue, contracting, travel, personnel, logistics, scheduling, media, livestream, etc.

Event Production/Laureate Concerts/Outreach

- Create, plan, and implement 3 - 5 annual events including house concerts, master classes, recitals, and one major annual fundraiser.

Board Relations

- With the Board President, coordinate quarterly Board meetings and all Committee meetings.
- Prepare meeting materials and financial reports.
- Provide leadership in organizational and Board development.
- With the Board, identify and solicit board prospects.

Financial Management

- Work with the Board to produce and manage the annual budget and work plan.
- Maintain and reconcile all financial records, investment accounts and books.
- Prepare and submit all required State, and Federal legal and tax filings.
- Manage compliance, insurance, payroll, and employee/contractor work documents.

Alumni Relations

- Cultivate and steward relationships with the Klein Competition's network of past competition laureates for future performances, advocacy, and fundraising purposes.

Compensation and Position Requirements

This is an approximately .5 FTE hourly position. Hours will vary, depending on annual work flow but will average to about 20 hrs/week annually. Hours are greatest during the Klein Competition each June, and an annual fundraising event, and will include evenings and weekends.

The hourly rate is \$40, and this is a non-exempt, hourly position that is eligible for overtime. QSEHRA health premium reimbursement plan is capped at 5% of base compensation. Sick leave provided as per City and County of San Francisco ordinance.

This role requires remote work from home, using your own computer and phone, with reliable access to internet, email, and video meeting platforms. Residence in the San Francisco Bay Area is essential to support local events in person.

Qualifications

The strongest candidates will possess three to five years of experience in the field of arts administration, as well as knowledge of the classical music industry and concert presentation.

Required

- Bachelor's degree or equivalent professional experience in arts administration, non-profit management, or a related field.
- Excellent oral and written communication skills.
- Basic proficiency with computers, MS Office, bookkeeping, and internet use.
- Valid California driver's license.
- Able to work from home, using your own computer, printer, phone, etc.

Preferred

- Proficiency in relevant software, including but not limited to Google Suite, MS suite, Google & Facebook Ads, CRM management, payroll, and bookkeeping software.
- Cultural competence working with young classical artists from other countries.
- Functional knowledge of classical music.

The Person in This Position:

- Exercises wide latitude in determining objectives and approaches to responsibilities.
- Exercises initiative in undertaking projects, without external direction.
- Must be able to travel throughout the Bay Area occasionally.
- Frequently operates a computer and other office equipment, such as a printer and scanner.
- Occasionally moves and lifts objects; position requires good manual dexterity, coordination, and stamina.

How to Apply

To apply, please email a cover letter and resume as PDF attachments to cmcedapply@gmail.com. Review of applications will begin September 22, 2023, and continue until the position is filled. We will carefully review all applications and contact those candidates we wish to interview. All applications will be acknowledged. CMC is an Equal Opportunity Employer committed to the diversity of its staff, board, and artists, and strongly encourages all qualified candidates to apply.

About California Music Center

California Music Center was founded in 1974 by Irving M. Klein, a virtuoso chamber musician and master cello teacher, as the sponsoring organization for a summer music institute and chamber music series for young artists.

Inaugurated in 1986 in Mr. Klein's memory, the Klein Competition is now CMC's primary focus, together with sponsored performances featuring competition laureates in Northern California and beyond. The Klein Competition is recognized among the most prestigious classical music competitions in the world, helping to enhance the developing careers of emerging string players who have gone on to become renowned soloists, chamber musicians, teachers, and prominent members of the world's finest orchestras.

The Klein Competition is known for the high caliber of the contestants, its unique, nurturing environment, and its commitment to the commissioning of new works by established masters, as well as exceptionally diverse and accomplished young composers.

Previous prizewinners have returned to the Klein Competition to perform, mentor, and to serve on the competition jury, awarding prizes to the next generation of up-and-coming young artists.

The Klein Competition is focused on increasing the diversity and quantity of our applicants and our supporters, by reaching out to individuals of all ages, ethnicities, and socio-economic backgrounds.

www.californiamusiccenter.org