



Musical
Masterworks



Compensation:

Commensurate with experience

How to Apply:

Send cover letter and resume to Mary Seidner at search@musicalmasterworks.org

Mission Statement:

Musical Masterworks brings to Southern New England world-class chamber music performances and community engagement programs which attract, entertain, and educate diverse audiences.

Musical Masterworks is an Equal Opportunity Employer.

Executive Director Job Description

Musical Masterworks, a chamber music series in Old Lyme, CT, seeks a full-time, **Executive Director** who is a self-starter, comfortable working from home in Connecticut with the ability to travel within the state as needed. The successful candidate will be highly organized and detail-oriented with a dynamic personality and interested in forging our path into the next era of programming. In its 34th season and under the leadership of Artistic Director Tessa Lark, Musical Masterworks is expanding its programming into a new adventuresome world of chamber music. With well-established and the newest generation of performers/composers, Musical Masterworks attracts audiences of all ages and backgrounds. The next EXECUTIVE DIRECTOR must be a visionary, capable of leading and administering the many different facets of this position that will drive "MM" forward.

About the Organization:

With a deep commitment to both first-rate chamber music and community collaboration, MM has grown from a modest concert series to a presenter of internationally recognized chamber musicians in concerts five weekends a year.

Under a succession of Artistic Directors, from Charles Wadsworth to cellist Edward Arron, and now our Artistic Director violinist Tessa Lark, MM has seen three generations of nationally and internationally recognized artists grace our stage. MM continues to bear witness to the evolution of chamber music today. And with the launch of MMModern seven years ago, Musical Masterworks now offers a more casual concert experience featuring established innovative artists and composers. In collaboration with a neighborhood nonprofit as the venue, MMModern attracts a new audience and broadens our ties with the community.

Our Community Engagement Program, featuring our Ensemble-in-Residence, Decoda (an affiliate ensemble of Carnegie Hall), offers in-depth workshops at schools and organizations along the shoreline, including at a high-security men's prison. The residencies provide both immediate impacts and life-changing experiences for the participants.

Key Responsibilities:

- Reports to the Board of Directors, participates in all board meetings and the following Board committee meetings: Executive, Finance, Development, Investment, and Community Engagement.
- Fiscal Management:
 - o Prepares and implements annual budget, in collaboration with BOD
 - o Maintains all financial and bank records, and is responsible for all financial transactions
 - o Prepares financial reports as requested by BOD and committees
 - o Coordinates fundraising activities including annual appeal, business partnerships and grant writing
 - o Oversees annual audit, 1099 prep and tax return, with MM accountant

www.musicalmasterworks.org



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Physical Requirements

- The role involves lifting and moving boxes of programs and other materials, requiring the ability to handle weights up to 50 pounds, and frequent bending (lifting boxes), reaching (hanging posters), and standing for extended periods during the concerts

Travel Requirements

- Valid Driver's License: The candidate must possess a valid driver's license and have access to reliable transportation.

- Local Travel: The role requires regular travel within Old Lyme, CT and various venues in Connecticut.

Executive Director Job Description

Key Responsibilities (continued):

- Concert Production:
 - o Manages production of all concerts
 - o Oversees all operations for all concerts; is available Friday, Saturday, and Sunday of all concert weekends as needed for support of musicians
 - o Attends all concerts managing all front-of-house and backstage activities
- Day-to-day Operations:
 - o Provides box office functionality as well as maintains record of sales, donations and audience demographics within CRM software program
 - o Point-of-contact for patrons, donors, vendors, and venues
- Works collaboratively with the part-time Marketing Director on the seasonal brochure, concert program, and throughout the season on all MM marketing (digital, print, social media).
- Plans and implements the Community Engagement Program
 - o Arranges workshops in local schools, prison, and community organizations
 - o Coordinates residency planning with MM Ensemble-in-Residence and workshop venues.
 - o Arranges and produces free community concerts by MM Ensemble-in-Residence

Qualifications:

- Minimum of 5 years' experience in nonprofit organization management, or equivalent related experience.
- Strong interpersonal skills
- Excellent written and verbal communication skills
- Strong interest in the arts
- Highly organized with the ability to manage multiple tasks and projects efficiently.
- Detail-oriented ensuring accuracy and thoroughness
- Deadline-oriented with ability to prioritize tasks effectively and consistently meet deadlines in a fast-paced environment.
- Proficient computer skills programs – Word, Excel, Quickbooks, and CRM based software