



POSITION DESCRIPTION: GENERAL MANAGER

The General Manager works under the direction of the Executive Committee of the Board of Directors, under direct supervision of the Board President, and in collaboration with the Conductor/Artistic Director of the Symphony. The General Manager is expected to make recommendations to the Board regarding staffing needs, to provide reports on staff performance, and to make suggestions regarding staff compensation.

- 1) Season Planning – Advise Conductor/Artistic Director.
- 2) Operations
 - a) Event oversight (venue, volunteer, orchestra needs) and rehearsal oversight.
 - b) Manage and Oversee
 - i) Venue and personnel contracts.
 - ii) With Board and Conductor/Artistic Director the development of the annual budget and oversee budget analysis.
 - iii) Ticketing systems.
 - iv) Day to day operations and donor, sponsor, ticket buyer relations.
 - v) Eureka Symphony employees and contracted personnel.
 - c) Manage and Oversee Systems
 - i) Oversee Ticketing & donor/sponsor databases (Arts People and Mail Chimp)
 - ii) Oversee finance – analyses actual expenditures and revenues to budget, works with treasurer and bookkeeper to monitor disbursements, receipts, bookkeeping and tax preparation. Authority to spend up to \$1,500 for individual items.
- 3) Marketing Management
 - i) Write or supervise ad copy, press releases and other written materials.
 - ii) Co-develop with Board Marketing Committee a Marketing Plan and manage its operation.
 - iii) Manage Playbill development and distribution.
 - iv) Oversee Web page design and manage input.
 - v) Oversee Graphics for printed materials and web page.
 - vi) Oversee radio and television advertisement.
- 4) Fund Development Management

- i) In consultation with the Fund Development Committee, creates detailed long range and annual fundraising/development plans; engage board members and volunteers in execution of the plan.
 - ii) Cultivate sponsors and donors and insure delivery of promised benefits.
 - iii) Oversee fundraising events generally conducted by Board and volunteers.
- 5) Documentation
- a) Prepares a monthly report for Board, reporting on major activities and expenditures of time.
 - b) Documents procedures, sources of information, contacts, data files, and other information.

The Eureka Symphony, founded in 1991, is a community orchestra providing high quality music performed, supported and appreciated by all ages. We bring the finest local musicians together to share the joys and rigors of presenting live symphonic music, giving the community the opportunity to join in this life-changing experience. Live classical music makes life better, one note at a time – for players and audiences! We feature outstanding guest artists,

We are particularly devoted to making fine classical music available to the region's young people, bringing students to live performances, providing small ensembles to area schools and offering a free summer performance for families.

The Eureka Symphony is seeking someone with excellent relationship building and public relations skills. In addition, a combination of skills, experience and training in managing, collaborating and promoting are important. An understanding of arts program management and non-profit organization is of equal importance.

Additional requirements include a Bachelor of Arts degree and internship or past experience with Arts organizations

This is a ten month per year position for \$38,000 to \$42,000. Benefits include sick leave, vacation, workman's compensation, unemployment insurance, SSI and Medicare. Assistance in locating housing will be provided. Please submit electronically an application letter, resume, and names and contact information for three references as well as any questions to Board President: **Siddiq Kilkenny** siddiq2@yahoo.com

You can access the Eureka Symphony Web Page at: eurekasymphony.com

A recent Washington Post article named Humboldt County as the second most beautiful County in the entire United States - ranked by scenery and climate. The County boasts more artists per capita than any other county in California.