



JOB OPPORTUNITY: GENERAL MANAGER

June 1, 2017

The Eureka Symphony Board of Directors is seeking a General Manager for oversight and management of the Eureka Symphony. The General Manager works closely and in partnership with the Music Director/Conductor and an active Board of Directors. The General Manager keeps track of all operations supporting the Symphony with the exception of artistic aspects of music programming, rehearsal, and performance that are the responsibility of the Music Director/Conductor. Responsibilities include ticketing, playbill and web page development, cultivation of sponsors, marketing and advertising, event oversight, budget development, and supervision of staff. These and more are detailed in the attached job description. Tasks are performed personally by the General Manager, by coordination with the Board, volunteers, and contractors, or by supervision of Symphony staff. The General Manager is directly supervised by the Board President.

The Eureka Symphony, founded in 1991, is a community orchestra providing high quality music performed, supported and appreciated by all ages. There are five concert sets per season with two performances each. Other events include a chamber music concert, Schools to Symphony concerts, and donor and orchestra receptions. 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 occasionally offering free summer performances for families.

The Eureka Symphony is seeking someone with general managerial skills who can communicate and interact well with a variety of people in different roles, develop and work with a complex schedule of tasks, and learn and adapt to a variety of tasks that range, for example, from contract negotiations to IT oversight. We anticipate that qualifications of applicants will have strengths and weaknesses in fitting to the tasks outlined in the position description, but gaps in expertise can be filled by other staff, including temporary contractors or hires, and Board members. Experience in managing non-profit organizations or small businesses is important, but artistic direction is not part of this job, and knowledge of classical music is not required.

This is a part-time permanent position with a starting salary of \$38,000. Salaries for subsequent years are negotiable based on the division of duties performed by the General Manager, the Administrative Assistant, and other staff and volunteers. Hours are flexible to meet variations in work load. Scheduling of unpaid leave periods totaling two months per year are negotiable, but slow times for the General Manager are in early-to-mid-winter and early-to-mid-summer. Two weeks of paid vacation are earned each year. Performance and compensation will be evaluated at 90 days, 6 months, and 12 months after the start date.

Submit an application letter, resume, and names of people that you have worked with to esgmapp@gmail.com. Deadline for applications is June 30. Selection will be in late July and starting date is no later than September 1.

For more information contact: Siddiq Kilkenny at siddiq2@yahoo.com

Eureka Symphony Web Page is located at: eukasymphony.com