

# Symphony of the Redwoods Seeks General Manager

Symphony of the Redwoods (SoR), a community orchestra in Fort Bragg CA, seeks a General Manager for a year-round position averaging 20 hours per week. SoR is a 501c(3) California nonprofit corporation with a volunteer board of directors acting in accordance with Symphony by-laws to achieve the organization's mission *to provide live orchestral and chamber music for the enjoyment and education of the coastal community of Mendocino County*. The General Manager works with the board of directors, runs the Symphony office, represents the Symphony in interactions with the public, and handles day-to-day Symphony business in a timely and comprehensive manner. Commitment to the arts, appreciation of classical music, and/or experience with non-profits are a plus.

## Job responsibilities:

- Oversee all phases of production of three symphony concerts per season:
  - Prepare venue and soloist contracts;
  - Handle ticket production and mailing;
  - Oversee marketing, publicity, and advertising;
  - Assemble materials for brochures and programs;
  - Staff and supervise concerts, including concessions.
- Communicate with board Treasurer about ongoing financial business.
- Communicate with the public, with Symphony donors, and with volunteers.
- Attend monthly (evening) board meetings and work with board members and staff.
- Provide office support for the Opus Chamber Music Series, for fundraising by the board, and for special projects and events.
- Organize two annual donor mailings and acknowledge donations.
- Oversee and develop volunteer base.

## Job requirements:

- Excellent writing, organization, and communication skills.
- Attention to detail; ability to prioritize and multi-task.
- Professionalism and ability to maintain confidentiality.
- Initiative and self-motivation (This is a one-person office.).
- Ability to work with volunteers (including volunteer board of directors).
- Excellent computer skills: Microsoft Office (Word and Excel) and data management system.
- Excellent people skills; grace under pressure.
- Being a team player and contributing to a productive positive work environment.

**Hours:** Year-round averaging 20 hours per week, including three concert weekends.

**Location:** Symphony of the Redwoods office in downtown Fort Bragg. Job cannot be done remotely.

**Salary:** TBD, commensurate with experience.

**Application deadline:** May 20th; interviews late May; position available mid-June.

Please address all inquiries and application materials to Symphony board vice president Elizabeth Swenson <eswenson@mcn.org>. To apply, send cover letter and resumé.