

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 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.

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 requires:

- 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.
- Passionate commitment to the arts.
- Experience with non-profits helpful.

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

Location: SoR office in downtown Fort Bragg. Job cannot be done remotely.

Salary: TBD, commensurate with experience.

Position available mid-June.

To apply, please send cover letter, resumé, three business writing samples (email, press release, thank you letter) and three references to the Symphony board c/o Elizabeth Swenson eswenson@mcn.org.

4/8/18