

Type: Executive

**Chad Cooper, Executive Director (Brooklyn Conservatory of Music)**

Chad joined the Conservatory's Board of Trustees in July of 2014 and served as its Treasurer before joining the staff as Executive Director in August of 2016. Prior to joining the Conservatory, Chad was a Managing Director in the Real Estate Investment Banking Group at Deutsche Bank Securities where he worked for over 15 years covering public and private real estate companies, investment managers and private equity platforms.

Earlier in his career, Chad worked for four years at the St. Louis Development Corporation, the economic development agency of the City of St. Louis, Missouri. There, he designed and implemented community and economic development programs targeted towards alleviating poverty in some of the most economically distressed neighborhoods in St. Louis and East St. Louis. During his time in St. Louis, Chad also co-founded a project-based grassroots non-profit organization called Metropolis Saint Louis, which sought to foster greater engagement of young people in city revitalization efforts.

Like many Staff and Board members of the Conservatory, Chad was drawn to the organization by a love of music. It is a thread that connects many joyful and formative experiences in his life, from nervously singing in school plays before his 5th grade classmates; to performing timeless jazz standards in college with the Yale Whiffenpoofs; to the joy he experiences today seeing how music makes his two sons – both piano students at the Conservatory – instantly happy. Chad is a piano student at the Conservatory himself, having started piano lessons when he joined the Staff, and still not sounding very good.

Chad recently was elected to the Board of Trustees of the National Guild of Community Arts Education, a membership-based organization whose mission it is to develop leaders, strengthen organizations, and advocate for community arts education around the country. The Conservatory is one of the 400+ proud members of the Guild, and we wholeheartedly share the Guild's vision of a nation where arts education is accessible and embraced as essential for human development and healthy communities.

Chad earned his MBA from Stanford and his BA from Yale.

Type: Executive

**Aubrey Bergauer, Vice President, Strategic Communications & Executive Director, Center for Innovative Leadership at San Francisco Conservatory of Music**

In a time when many arts organizations are finding it more and more difficult to meet rising ticket, subscription, and fundraising goals, Bergauer has dramatically increased earned and contributed revenue at organizations ranging from Seattle Opera to the Bumbershoot Music & Arts Festival to the California Symphony. Hailed by San Francisco Chronicle as a “dynamic and innovative administrator,” her focus on not just engaging—but retaining—new audiences grew Seattle Opera’s BRAVO! Club to the largest group for young patrons in the nation, led the Bumbershoot Festival to achieve an unprecedented 43% increase in revenue, and propelled the California Symphony to double the size of its audience and nearly quadruple the donor base.

A graduate of Rice University with degrees in Music Performance and Business, for the last 15 years Bergauer has used music to make the world around her better, through programs that champion social justice and equality, through marketing and audience development tactics on the forefront of trends and technology, and through proving and sharing what works in the rapidly changing landscape of funding, philanthropy, and consumer behavior.

Bergauer has shared her ideas in speaking engagements across North America, including conferences for Adobe’s Magento, Capacity Interactive, Opera America, Orchestras Canada, and the League of American Orchestras. Praised by Wall Street Journal for leadership which “points the way to a new style of audience outreach,” and which drove the California Symphony to become “the most forward-looking music organization around” (San Jose Mercury News), Bergauer’s ability to strategically and holistically examine and advance every facet of the organization, instilling and achieving common goals and vision across what are usually siloed marketing, development, and artistic departments is creating a transformational change in the audience, in the office, on the stage, in the community, and is changing the narrative for the classical music industry.

Type: Executive

**Job posting: Executive Director (Boston Children's Chorus)**

**BACKGROUND:** Boston Children's Chorus harnesses the power of music to connect our city's diverse communities, cultivate empathy, and inspire social inquiry. Our work rigorously explores the question of whose stories are heard, seen, and celebrated. Through collaborative artistry and dialogue, we actively encourage singers to inquire critically about issues impacting them, their families, and our communities.

Along with cultivating empathetic, inclusive perspectives, our singers begin mastering music skills from the youngest choirs through the most advanced, beginning with ear training, music reading, rhythm practice, and more. They become leaders in their homes, schools, workplaces, and communities, advocating for themselves and for others; and as they move in the world, they strive to dismantle injustice.

**THE POSITION:** The Boston Children's Chorus (BCC) seeks to identify a talented Executive Director who can bring their knowledge and lived experience to the critical discussions inspired through our commitment to cultural equity, critical inquiry, and social change. The incumbent will report to the Board of Directors, and will be responsible for overseeing the staff and progress towards strategic objectives.

The Executive Director will be an entrepreneurial, optimistic, and respectful ambassador. At the same time, the Executive Director will provide visionary leadership, driving discussion toward consensus and action to advance the artistic, educational, and social justice mission of the organization. This includes ensuring BCC is a welcoming, inclusive, safe, and exciting environment for every student; expanding BCC's reach within Boston-area communities that have been traditionally underserved and undercapitalized, including those currently underrepresented amongst BCC students; helping BCC better achieve its goals with respect to hiring and retaining a diverse staff and Board; and ensuring financial and operational stability. While the Executive Director will not be responsible for developing artistic programming, the incumbent will help lead the team responsible for that effort. Further, the primary responsibilities for this position include:

**Vision, Leadership, and Motivation**

- Lead and inspire staff and Board to work collaboratively to actualize BCC's mission, vision, and core values.
- Direct all organizational strategy through the lens of diversity, equity, and inclusion (DEI).
- Select dynamic and diverse staff and ensure that they have the values, skillsets, and work ethic to address the challenges facing the organization.
- Establish and maintain a strong senior management team, through which the day-to-day program oversight and administrative operations are maintained, financial and human resources secured, and programs evaluated for their innovation and impact.

**Development and Marketing**

Provide leadership and direction for senior development staff and work collaboratively to meet the advancement needs of the organization:

- Cultivate a wide range of donor relationships, including public and private corporations, foundations, and individual supporters.
- Assure that the organization has a robust and effective development strategy and ensure implementation of that strategy.
- Solicit major gifts and serve as the key steward of institutional relationships in partnership with senior development staff.
- Maintain a strong, well-branded organization with a clearly stated vision and mission. Encourage cutting-edge marketing, PR, advertising, and social media strategies. Implement the institutional marketing plan.
- Build key relationships in the community.

#### Strategic Management

- Guide staff and Board towards implementing strategic plans.
- Working through a senior management team, build strong internal communication and coordination among and between departments.
- Ensure that there is a well-defined organizational structure, clear management objectives, measurable levels of responsibility and accountability, and opportunities and support for professional growth for faculty and staff.

#### Financial Sustainability

- Ensure the financial viability and sustainability of BCC.
- Oversee the financial management of the organization in coordination with the senior management team and Board.
- Establish a culture that utilizes financial resources effectively and invests resources wisely.
- Maintain financial best practices and seek innovation in managing financial resources.

#### Governance

- Develop a strong working relationship with Board leadership and Board working committees.
- Attend Board meetings and maintain timely, accurate, and complete information sharing with the Board.
- Use the wisdom, experience, and influence of Board members to promote BCC and its programs in members' personal spheres of interest.
- Support the building of a strong Board in accordance with organizational by-laws and policies.
- Support the recruitment of Board members whose interests, talents, commitments, and values are congruent with the vision, mission, and needs of BCC. This includes helping to build a Board with a diverse composition.

#### QUALIFICATIONS:

- Demonstrated commitment to artistic excellence and social justice.
- Leadership and vision to direct a premier children's chorus with diverse stakeholders.
- Demonstrated knowledge and commitment to BCC's vision and mission.
- Proven ability to create constructive partnerships with a board, staff, singers, and community organizations and stakeholders.
- Demonstrated ability and/or experience working with young people; and supporting youth and their families.

- Ability to articulate ideas, motivate people, and inspire teamwork toward achievement of common goals.
- Proven managerial, problem solving, and strategic planning capabilities.
- Passion, high energy, and determination to surmount obstacles and challenges.
- Strong financial management knowledge and skills.
- Proven track record in building relationships with donors and establishing new development strategies.
- Strong written and oral communication skills.
- Ability to perform and prioritize multiple tasks

#### EDUCATION AND EXPERIENCE:

- Bachelor's degree or higher; Master's preferred.
- Minimum of 10 years work experience in increasingly responsible positions.
- Experience in nonprofit arts administration, development, and marketing preferred.
- Experience managing a board of directors or equivalent governing body.
- Experience managing a complex organizational budget with numerous revenue sources.

#### COMPENSATION AND EMPLOYMENT DETAILS

The Boston Children's Chorus offers a competitive salary and benefits. This is a full-year position, which will be based at BCC Headquarters.

Type: Executive

**Job posting: Executive Director (Santa Fe Symphony and Chorus)**

The Santa Fe Symphony and Chorus invites applications and nominations for the position of Executive Director.

The Santa Fe Symphony and Chorus is comprised of 56 tenured professional musicians from Central and Northern New Mexico. The size of the orchestra is expanded with guest professional musicians when required by the programming. The Symphony's Chorus is a volunteer ensemble of more than 50 singers, augmented by paid professional vocalists, all of whom live in the Santa Fe area. The Board is currently comprised of 15 donor members and five musician members. The administrative staff totals six individuals. The organization performs 11-12 subscription concerts and three free community concerts each season with an annual budget of approximately \$1.3 million. The Foundation for The Santa Fe Symphony holds assets of approximately \$2.6 million.

The Symphony's Music Education Committee, established in 2002, manages outreach programs to provide classical music involvement to families and students throughout Northern New Mexico. Through small ensemble concerts in the schools and assisted living facilities, annual Symphony performances for all area fourth grade students at the historic Lensic Performing Arts Center, and a highly regarded mentoring program in the schools, the Music Education Committee has greatly increased the impact of the organization in the community.

**Mission:** To be a year-round regional cultural resource, engaging, inspiring and enriching audiences of all ages and cultures by offering performances of the highest professional quality.

**Governance:** Activities are divided into "artistic" and "operational" functions. Artistic functions are the domain of the musicians. Artistic functions exist within limits that may be imposed by the ability of the Board to provide necessary funding and administration. The Board is responsible for all operational functions. Artistic functions consist of all matters relating directly to the selection of music the Orchestra performs and to the quality of its performances. The musicians collectively govern all purely artistic matters through the Musicians' Steering Committee. Twenty-five percent of Board members come from the musicians' ranks.

**Santa Fe:** The capital city of New Mexico is one of the most vibrant, culturally rich, and diverse communities in America. Santa Fe is home to over 250 art galleries, an outstanding professional symphony orchestra, a world-class opera house, a ballet, a long-established summer chamber music festival, and numerous additional performing and visual arts organizations and activities. The high desert mountain region offers a superb climate with outstanding skiing, hiking, biking, and other outdoor activities. One of America's great and historic destination cities, Santa Fe hosts an average of two million visitors each year.

**The Opportunity:** After 34 years of dedicated service, The Symphony's founder and executive director is retiring. The successful executive director candidate will have the unique opportunity to build on an important musical legacy and execute a vision to broaden the audience and establish The Santa Fe Symphony and Chorus as one of the top professional orchestras in the Southwestern United States.

**Executive Director Responsibilities**

**Strategy, Marketing and Public Relations:**

- In collaboration with the Board, develop long- and mid-range strategic plans for Board consideration •
- Formulate marketing and branding strategies
- Serve as a principal public spokesperson for The Symphony
- Develop social media strategy and other plans to raise awareness of The Symphony

- Continually improve & expand community outreach programs
- Elevate The Symphony's public image - locally and nationally
- Maintain active relationships and communications with civic leaders, governmental agencies and cultural organizations

#### Revenue and Development:

- Take strong leadership role in fundraising and donor relationships
- Increase ticket sales, corporate sponsorships, and other revenue raising activities
- Oversee preparation and submission of grant applications

#### Administrative and Financial:

- Serve as chief administrative officer of The Symphony
- Submit annual budget proposal for Board approval
- Participate in annual audit and ensure timely preparation of financial statements and reports
- Maintain a system of internal controls over financial reporting and assets
- Prepare and regularly update a forecast of full-year financial results
- Supervise and develop administrative staff of six
- Set performance goals for staff and evaluate staff performance

#### Board of Directors:

- Report to President of the Board
- Collaborate with the President in preparation of Board meetings and all Board work
- Serve as ex-officio member of the Board and all Board Committees and The Symphony Foundation
- Present an oral report at all Board Meetings
- Keep Board informed of all material developments affecting The Symphony
- Assist in identification of potential new Board members

#### Artistic:

- Coordinate with Board, Musician Steering Committee, and Principal Conductor regarding artistic plans, performances, and rehearsals
- Contract with guest artists, guest conductors, and venues
- Develop strategies to attract the next generations of audiences and donors
- Support artistic excellence Candidate Requirements
- Demonstrated fund raising and donor cultivation skills
- Marketing, digital, and social media acumen and experience
- Highest ethical standards - sets tone at the top
- Outstanding leadership skills
- Works collaboratively - consensus building skills
- Knowledgeable in financial management
- Experienced in contract negotiations
- Organized and responsive
- Excellent communication skills
- Successful track record in a key management role for non-profit performing arts organization
- Knowledgeable about current trends and issues concerning both orchestral music and donor development
- Support Principal Conductor and musicians in achieving artistic excellence
- Undergraduate degree required, advanced degree preferred

Compensation, including benefits, is competitive and will be commensurate with qualifications and experience.

Type: On-the-ground

**Job posting: Teaching Artists (Creative Art Works)**

Creative Art Works ("CAW") is a 32-year-old creative youth development nonprofit. We improve the lives of thousands of under-resourced youth, ages 4-24, each year through in-school and out-of-school-time classes, community art-making events, and our renowned public art youth employment program. Working in underserved neighborhoods of NYC, in public schools, community centers, juvenile detention centers, parks and libraries, CAW provides dynamic arts experiences for youth who otherwise lack access. Our programs build confidence, unlock a love of learning, and teach valuable technical, developmental, life and job skills, all while creating profound connections between our young constituents, their art, and their communities.

Creative Art Works seeks dynamic and experienced teaching artists for immediate opportunities as well as throughout the 2018-2019 academic year. Programs include painting and drawing, multimedia, sculpture, mixed media and cartooning for elementary, middle and high school students for in-school, after-school and Saturday programming, all with a focus on the art making process, social and emotional learning, and youth development. Unique offerings may include STEAM, English Language Arts, Dual Language, and certain other integrated or advocacy-based art education programs. Successful candidates will demonstrate strong professional experience in their respective discipline, experience teaching children, teens and/or young adults; and will possess a passion for creative youth development. Teaching artists must have strong classroom management skills and be able to facilitate discussions for reflection. Experience working with at-risk youth and/or in underserved communities, in social or restorative justice and/or workforce development a plus.

**Responsibilities**

- Commit to the duration of the program (semester or year-long residencies during the academic year, or project based-engagements).
  - Collaborate with program and executive management staff to develop lesson planning and implement programs.
  - Represent Creative Art Works in interactions with program partners and other stakeholders.
  - Embrace the role of mentor and model respectful communication with other staff and students.
  - Participate in professional development sessions.
  - Deliver accurate and timely documentation, including registrations, attendance, evaluations and assessments, lesson plans, etc., as required.
  - Commit to the artistic process as a vehicle for youth development.
  - Prepare student artwork for exhibition/culminating event.
  - Requirements
  - BA/BFA in Arts, Education or a related field required. Master's preferred.
  - Minimum of three years experience teaching, in either school or community-based settings. NY teacher certification, especially art teacher, a plus.
  - Familiarity with state/national/NYC learning standards in the arts
- Creative Art Works offers competitive pay for prep, curriculum development and out-of-class time duties and includes employment benefits such as portable insurance.



All offers are conditional pending background check, fingerprinting and references, satisfactory to CAW. Please submit cover letter, résumé, portfolio and/or links, examples of student work and representative curriculum via e-mail to [jobs@creativeartworks.org](mailto:jobs@creativeartworks.org) with “[Your Name]: Teaching Artist” in the subject line. Creative Art Works is an Equal Opportunity Employer. This organization does not discriminate on the basis of race, national origin, gender, sexual orientation, age, disability or any other basis prohibited by applicable law.

Type: On-the-ground

**Job posting: String teachers (Brooklyn Music School)**

STRING TEACHERS (Violin, Viola, Cello and Double Bass)

to teach private lessons on weekdays (peak time - 3:00-6:00pm) and weekends (peak time - Saturdays, 9:00am-1:00pm, and Sundays), as well as other times throughout the week, based on demand.

**Job Description**

The new string teachers would teach private instrumental lessons (and possibly group classes) to a wide variety of students (children and adults, all levels), in a lively, thriving community music school environment, in the heart of downtown Brooklyn.

The new string teacher(s) would start with a basic teaching schedule which would be filled subject to student demands. Alongside that initial schedule - to be filled over time - other teaching schedules would be offered to the teacher(s), again, according to student demands.

In addition to teaching weekly private lessons and possible group classes, teachers would be asked to prepare their students for:

entrance into the BMS Orchestra Program (Youth, Chamber and Adult Orchestras)

periodic recital performances throughout the academic year

auditions for summer festivals, as well as middle, high school, and college entrance exams

special events and performances, inside and outside of the school

From time to time, BMS string teachers would be offered additional opportunities such as outreach work in public schools and performances in various community centers.

**Qualifications**

Bachelor of Music (performance or education) - required

Master of Music (performance or education) - strongly preferred

Strong commitment to being a music educator - required

Commitment to growing a private lesson studio & professional presence at BMS - required

At least 2 or 3 years of experience teaching instrumental private lessons and group classes, either privately or in a school setting - required

Suzuki training through book 4 (violin and viola), book 3 (cello and bass) - strongly preferred

Other pedagogical certifications (e.g. Orff, Kodály) - a plus

Experience teaching beginner to intermediate piano - a plus

Type: On-the-ground

**Frank Morelli, bassoonist and teacher**

Introduced to the bassoon in the Massapequa, NY public schools, Frank Morelli studied with Stephen Maxym at the Manhattan School of Music and later became the first bassoonist to be awarded a doctorate by the Juilliard School. He has made nine appearances as soloist in New York's Carnegie Hall playing concertos, Sinfonias concertantes, and even a solo ballad with the Carnegie Hall Jazz Band. The Miami Herald has hailed his "breathtaking virtuosity" and the Toronto Globe and Mail proclaimed his performance: "the kind of Mozart even the most tireless concertgoer is lucky to hear once a year."

Morelli has four solo CDs on MSR Classics: *From the Heart: 20th Century Music for Bassoon and Piano and Romance and Caprice*, with pianist Gilbert Kalish, *Bassoon Brasileiro* with the Orpheus Chamber Orchestra and guitarist Ben Verdery and *Baroque Fireworks*, which features harpsichordist Kenneth Cooper and bassoonist Harry Searing. The magazine, *Gramophone* proclaimed: "Morelli's playing is a joy to behold." The *American Record Guide* stated: "the bassoon playing on this recording is as good as it gets." Of his DG recording of the Mozart Bassoon Concerto with Orpheus, *Gramophone Magazine* noted the "delicacy of articulation and colouring, [and] the lyrical warmth of the Andante." *Fanfare Magazine* added that this recording "reset a reviewer's standards at too high a level for comfort in a world more productive of ordinary music making." The Orpheus CD "Shadow Dances," which features Frank Morelli, won a 2001 Grammy Award.

A prolific chamber musician, Frank Morelli appeared with the Chamber Music Society of Lincoln Center on numerous occasions, including at the Whitehouse for the final State Dinner of the Clinton Presidency. He has participated in many major music festivals, including the Norfolk and Sarasota Chamber Music Festivals, Marlboro, Banff, Angel Fire, Casals Festival (France) and Music@Menlo. He is a member of Festival Chamber Music and the woodwind quintet, Windscape, in residence at the Manhattan School of Music with whom he has recorded two recent CDs, one featuring the music of Antonin Dvorak and the other music of Maurice Ravel (which includes his transcriptions of "Mother Goose" and "Valse Nobles et Sentimentales" both published by TrevCo).

Chosen to succeed his teacher, Stephen Maxym, Mr. Morelli serves on the faculties of the Juilliard School, the Manhattan School of Music and the Yale School of Music, SUNY Stony Brook, and is Distinguished Lecturer in Woodwinds at the Aaron Copland School of Music, Queens College, CUNY. Morelli's students are active in major orchestras and on important faculties throughout the USA, Canada, Mexico, the Far East, and Europe. He is editor of *Stravinsky: Difficult Passages for Bassoon*, a landmark excerpt book for bassoon and contra bassoon published by Boosey & Hawkes, and has several transcriptions for bassoon, woodwind quintet and other ensembles to his credit, published by Trevco Music. His unprecedented edition, *The First Complete Weissenborn Bassoon Method and Studies Op. 8 Vols. 1&2* and *Ludwig Milde's Scale and Chord Studies Op. 24*, is now available worldwide, published by Carl Fischer. Mr. Morelli performs exclusively on the Leitzinger Bassoon Model 1.

Type: On-the-ground

**Vasu Panicker, FACE THE MUSIC**

Vasudevan Panicker (Vasu) is Director of Face the Music at Kaufman Music Center, the nation's only youth orchestra program dedicated to performing works by living composers. As a born-and-raised New Yorker from Manhattan, Vasu attended Fiorello H. LaGuardia high school for piano performance, Manhattan School of Music Pre-College Division, and City University of New York (B.S., Contemporary Music Studies). After serving as Face the Music's first intern and, later, as Managing Director, he lived in Germany and Argentina for eight months. While living abroad, he reached C.1-level in German from the Goethe-Institut; he also acquired conversational fluency in Spanish.

In 2016, he returned home to New York to lead Face the Music. Additionally, he teaches a course in artistic entrepreneurship at Special Music School High School (P.S. 859) at Kaufman Music Center. Now living in Brooklyn, Vasu loves coffee, fashion, technology, design and combining his interest in social sciences with his commitment to music education. He hopes to guide students in defining both their own life-missions and the part that music will play in their lives, in service of building a better society through the arts.

Type: Program leadership

**Samuel Thomas, Director of Institutional Programming & Curriculum (Brooklyn Music School)**

“The world of music includes the crafting of sound and context. At BMS, we have an amazing opportunity to share in passing on traditions of music, with a passion for cultivating the manifest benefits that music education provides. To be part of this team, in the heart of New York’s most exciting borough, is a blessing.”

Samuel is an ethnomusicologist and performer who has been forging an artist/scholar model for over fifteen years.

In his capacity as Director of Institutional Programming at the Brooklyn Music School, he works with the best and brightest of our faculty artists in the BMS Outreach division and other community-wide programming to build musical bridges throughout the borough of Brooklyn and beyond. In his capacity as Director of Curriculum, he works directly with department chairs and faculty members to set curricular and pedagogical goals for the institution.

In addition to his work with Brooklyn Music School, Dr. Thomas is an adjunct assistant professor at several campuses of the City University of New York, in music, interdisciplinary studies, Classical and Oriental studies, and cultural studies, on topics including Muslim-Jewish relations in music, philosophy, and poetics, American popular music, and diaspora studies. He teaches at Brooklyn College, Hunter College, John Jay College, and Montclair State University. His ethnomusicological scholarship centers on musics of the Middle East and North Africa, Jewish musics, jazz traditions, and diaspora studies.

Dr. Thomas is a multi-instrumentalist – saxophone, clarinet, oud, nay flute, piano, frame drums, vocals – and the artistic director of both the New York Andalus Ensemble and the critically-acclaimed North African Jazz ensemble ASEFA. In applied music, Dr. Thomas teaches instrumental lessons, ensembles, composition, and arranging.

Type: Program leadership

**Nina Stern, Education Director (Gotham Early Music Society)**

Nina Stern was appointed to the faculty of Juilliard's Historical Performance program in 2012 and has served on the faculties of the Mannes College of Music – where she directed the Historical Performance Program from 1989 to 1996 – the Civica Scuola di Musica (Milan, Italy), Oberlin Conservatory, and the Five Colleges in Massachusetts. Nina Stern is also hailed as an innovator in teaching school-age children to be fine young musicians. For this important work Ms. Stern was awarded an Endicott Fellowship in 2003 and was honored in 2005 with the “Early Music Brings History Alive” Award, bestowed by Early Music America. A founder of S’Cool Sounds, Nina Stern served as Director of Education for the New York Collegium from 2002-2007 and has consulted for Midori & Friends and for Carnegie Hall’s Weill Institute, helping them to develop and expand their recorder curriculum. She is the author of “Recorders Without Borders” - two innovative books for beginning recorder players and percussion, intended for use in the school classroom.

## Type: Program leadership

### Job posting: Performance Manager (Carnegie Hall)

Carnegie Hall seeks a Performance Manager. Performance Managers act as liaisons between the public and Carnegie Hall staff, including patrons, artists, and artist management, security, ushers, cleaners, backstage attendants, stagehands, box office, engineers, in-house caterers, and press contacts. Performance Managers are the clearing house for issues which may arise in any hall, rehearsal space or event space. Performance Managers ensure the house is ready for artists, patrons and staff from both an aesthetic and safety perspective. As such, Performance Manager are required to hold or obtain a Fire Guard Certificate of Fitness. In addition, Performance Managers work closely with members of the Hall Operations management team in advancing performances in halls, managing ushers, hall cleaners and media projects. Performance Managers work mostly during performance times. The schedule consists of night, weekend and holiday work.

#### Performance Management

- Greets and welcomes artists and production staff
- Performs all performance related duties when working performances
- Performs daily maintenance operational walkthrough for safety and aesthetics prior to house open
- Ensures daily log is signed
- Confirms archival recordings and accessible locations
- Answers phones, provides general information, enters and verifies information in Artifax, receipts payments, receipts and tracks daily deliveries, secures signatures on archival contracts
- Signs press badges, provides direction and guidelines related to paid media and press as needed • Ensures ticket scanners are checked
- Gathers and distributes program timings, FOH set-ups, security/backstage lists, accessible locations, ticket manifests, check lists, intermissions bars, receptions, CD sales and flower presentations, etc.
- Confirms arrival and distribution of Playbills/Programs, large prints (for CHC events) and inserts
- Leads front of house meetings with Ushers and Security prior to early walk-in and house open
- Ensures house opens on time and staff is properly distributed and performing their duties
- Addresses patron issues such as seat complaints, vertigo, access relocations, disburse management tickets; perform late seating walkthroughs
- Monitors curtain time, intermission start and end, and down time (notifying Production and/or Presenter of any overtime)
- Monitors intermission needs of artists, backstage visitation and returning the patrons to the house before the start of the 2nd half of the performance
- Monitors post-concert receiving and exiting of hall and verify release of ushers
- Completes and distributes performance report summarizing the details of the performance and verifying the technical resources • Documents distribution of archival recording(s) and poster
- Enters technical resources and accounting codes in Artifax
- Creates and distributes invoices and contracts to clients as required
- Ensures “incidents” are reported and noted on the performance report
- Maintains Fire Guard Certificate
- Working with the Hall Manager, oversees the operational aspects of assigned performances; performs operational walkthroughs with presenters/production managers; assists with ticketing

- Working with the Front-of-House Manager backs up all Usher related areas, as assigned
- Working with the Director of Operations backs up all Media related areas, as assigned
- Working with the Manager, Accessibility & Operations backs up all Hall Cleaner areas, as assigned

#### Qualifications

- 3 years professional experience, preferably in a theatrical setting
- Experience in performance management
- Experience in scheduling and managing union staff
- Ability to maintain a calm demeanor under pressure
- Excellent communication, interpersonal, and organizational skills
- Excellent computer skills, including Microsoft Office and the ability to learn new platforms
- Ability to work a flexible schedule, including nights, weekends and holidays



Type: Program leadership

**Anouska Swaray, Carnegie Hall (resume from LinkedIn)**

About

Anouska looks to broaden her knowledge and skills in arts administration and intends on becoming a major leader in the field.

Experience: Carnegie Hall (7 years 4 months)

Manager, Learning & Engagement Programs - Jul 2016 – Present (3 years 9 months)

- Research, select, and plan the artists, content and concert repertoire for family programs and Musical Explorers, a program for students in grades K-2 which introduces them to diverse musical genres and basic music skills;
- Develop robust a curriculum, teacher professional development workshops, assessment tools, and digital resources to support educators in their classroom implementation;
- Negotiate and communicate regularly with artists and their managers to contract them for engagements;
- Manage staffing and production logistics for programmatic events of varying from 200 to 2000 attendees;
- Maintain national partnerships with four other arts institutions who implement the Musical Explorers program in their communities by providing feedback on artist selection and curriculum development;
- Manage day to day operations, program budgets totaling over \$1 million, cross departmental collaborative projects, team calendar and deadlines.
- Research, select, and plan the artists, content and concert repertoire for family programs and Musical Explorers, a program for students in grades K-2 which introduces them to diverse musical genres and basic music skills;
- Develop robust a curriculum, teacher professional development workshops, assessment tools, and digital resources to support educators in their classroom implementation;
- Negotiate and communicate regularly with artists and their managers to contract them for engagements;
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- Maintain national partnerships with four other arts institutions who implement the Musical Explorers program in their communities by providing feedback on artist selection and curriculum development;
- Manage day to day operations, program budgets totaling over \$1 million, cross departmental collaborative projects, team calendar and deadlines.

Previous:

Coordinator, Elementary School Programs - Jul 2015 – Jul 2016 (1 year 1 month)

Administrative Assistant, School Programs - Jul 2014 – Jul 2015 (1 year 1 month)

School Programs Intern - Jan 2014 – Jul 2014 (7 months)

Sales Assistant - Dec 2012 – Jan 2014 (1 year 2 months)

Other institutions

PS 198, Ida and Isidor Strauss School - Music Educator - Mar 2014 – Jun 2014 (4 months)

Edward R. Murrow High School - Student Teacher - Sep 2013 – Jan 2014 (5 months)

Student Music Educators of NYU (SMENYU) – Treasurer - Sep 2011 – Sep 2013 (2 years 1 month)

## Type: Behind-the-scenes

### Job posting: Administrative Assistant (Metropolitan Opera)

The Metropolitan Opera (the “Met”), located in Lincoln Center for the Performing Arts, is one of New York’s premier cultural institutions. The Met’s foremost goal is to present the highest quality performance of the opera repertory featuring the world’s most talented artists, conductors, stage directors and designers. The Met is committed to presenting works from the broadest range of the operatic repertory; and each season it stages more than 200 performances of opera. With groundbreaking technology like Met titles, live national and international broadcasts and simulcasts, educational programs for students and aspiring singers and free concert performances, the Met endeavors to expand and educate the audience for opera by championing the accessibility of the art form and fostering its growth. The Met seeks an experienced Administrative Assistant who will be directly responsible for providing support to the Supernumeraries department through a variety of administrative duties.

**Primary Responsibilities:** Complete administrative tasks such as filing, data entry, email/memo writing, and mass communications. Manage Supernumeraries at rehearsals and performances, as assigned. Communicate daily information to other departments to support successful coordination at rehearsals and performances. Assist in preparing weekly schedules for Supernumeraries and sending schedule change notifications. Create daily sign-in sheets. Input payroll and finance data. Support the Administrator of Supernumeraries in the daily coordination and tasks of the department.

**Requirements:** 1-2 years prior administrative experience, ability to multitask a must. Strong computer skills, including Microsoft Office and experience with databases Familiarity with the performing arts preferred Strong communication and mathematics skills Ability to work with many personality types Flexible schedule, with the ability to work some weekends Ability to maintain good humor, calm, and accuracy in a fast-paced work environment

### Job posting: Marketing & Special Events Assistant (Young Audiences Arts for Learning)

Established in 1952, Young Audiences Arts for Learning (Young Audiences, Inc.) is the nation's largest arts-in-education learning network, serving more than 5 million students each year in more than 8,000 schools and community centers across the country.

Young Audiences, Inc. is seeking a part-time Marketing & Special Events Assistant to support our planning efforts related to our Annual Gala, as well as e-mail marketing, website content management, social media, program administration, development, and fundraising. This position reports to the Director of Marketing & Communications.

#### RESPONSIBILITIES INCLUDE:

- Support planning and preparation for our Annual Gala and other events as needed
- Assist with the creation of e-mail marketing communications and monthly newsletters
- Support social media content generation and scheduling
- Perform regular website content updates
- Assist with the management of our constituent relationship management system

- Provide administrative support for YA Moodle, our Learning Management System
- Research donor prospects
- Other responsibilities as needed

**QUALIFICATIONS:**

- Bachelor's degree required; in a field related to non-profit/arts administration, education, or communications preferred
- Previous professional or internship experience, preferably in arts education and/or within the non-profit sector
- Excellent attention to detail as well as organizational, multi-tasking, communication, and time-management skills
- Experience with CRM or LMS management, HTML, event planning, social media marketing, and graphic design desired

B2

**COMPENSATION:** Hourly, commensurate with experience

**SCHEDULE:** Approximately 18 hours per week, with additional hours, as needed, leading up to our Gala on November 7.

## Type: Behind-the-scenes

### Job posting: Head of Development & Strategy (Performa)

Performa is the world's leading non-profit organization dedicated to live performance by contemporary artists from around the world. Centered on the Performa Biennial in New York City, Performa's unique commissioning, touring, and year-round education programs traverse all artistic disciplines and are at the crossroads of contemporary art and the performing arts. Through commissioned live performances, Performa brings audiences into close proximity with artists and experiences that engage deeply with essential ideas about humanism and the world in which we live.

The Head of Development and Strategy will provide leadership on the Performa team for all fundraising activities including partnerships, foundations, individuals, earned income and special events. This position is a key senior role within the organization, with room for exciting growth. It is an opportunity to be a part of the energy of the Performa Biennial with its international outreach, as well as our extensive year-round media programming and educational partnerships with universities and cultural organizations in this country and abroad. As institutional funding models are shifting and new challenges surface for non-traditional organizations like Performa, we are on the frontier of radical thinking about entrepreneurship and sustainability. Our approach to fundraising is as a collective team, using non-profit and for-profit models for creative growth. The Head of Development and Strategy will oversee traditional strategies of targeted annual donor cultivation, strengthening partnerships with foundation and civic funders. The individual will manage stewardship with Performa's impressive Board of Directors, building on the organization's achievements, and expand Board Development, including legacy giving and future endowment/capital campaigns. The Head of Development and Strategy will also take the initiative to pursue new donor groups across different cultural industries and to have a creative approach to gathering supporters, friends and fans around Performa's mission. This position collaborates closely with the Founding Director, Producing Director, Curatorial Manager and Manager of Special Projects and will oversee and mentor junior development team members. Our most recent Biennial Final Report can be downloaded [here](#).

#### RESPONSIBILITIES

- Develop a strategic and comprehensive plan to increase giving from individual donors through Performa's commissioning fund, annual fund, galas and special events.
- Secure major gifts and develop new constituencies, including individual support for Biennial projects and target programs, including education, publications, and archives.
- In collaboration with Senior Staff and outside event consultants, achieve or exceed the annual financial goals for our legendary gala.
- In collaboration with Senior Staff and the development team, achieve or exceed the Commissioning Fund goal of \$750,000.
- Oversee and collaboratively maximize the effectiveness of Performa's donor events program, which includes various size cultivation events, VIP artworld access, travel and education initiatives that increase revenue and help attract, retain and steward supporters.
- Ensure proper timelines and budgets for all donor cultivation events.
- Strategize with curators and producers to identify donors and request program-specific funding and provide the support to broker and close on partnership opportunities.

- Strategize with Senior Staff to cultivate relationships with New York City officials and governmental funding agencies, advocating for Performa wherever possible, including public forums.
- Compose persuasive letters of interest, grant proposals and partnership requests and build professional presentation documents and decks.
- Ensure the effective advancement of prospect/donor portfolios for Performa's Senior Staff by arranging, strategizing, and attending regular meetings with donors and prospects.
- Maintain an annual grant-writing calendar and assign research and writing to staff members as necessary.
- Provide oversight for tracking pledges, payments, gift processing, and acknowledgements.
- Coordinate database management with development team and participate in monthly reconciliation with bookkeeping staff.
- Provide regular prospect updates, income projections, revenue reports and final reports.

**QUALIFICATIONS** We are seeking an entrepreneurial, well-connected, savvy and creative candidate with an understanding of the international landscape of museums, cultural organizations, biennials, festivals, galleries and art fairs. We require a person with strong interpersonal, motivational and organizational skills, who has a thorough understanding of fundraising and patronage worldwide, and who also has an outstanding ability to communicate ideas, both written and oral. Working closely with our exciting and accomplished Board of Directors, and, as part of our high-energy team, the candidate will be inspired by the level of creativity expected in our dynamic organization. All candidates must possess a graduate degree and expertise in all or most of the areas of responsibilities described above. Knowledge of contact management systems, databases, research and other donor relations tools is essential. Salary will be based on experience.

## Type: Behind-the-scenes

Job posting: Senior grants writer/Institutional relations manager (Young People's Chorus of New York City)

Work Experience: 5+ years of Grants Management and Grants Writing Experience

Career Level: Experienced

The Young People's Chorus of New York City (YPC) is a multicultural youth chorus internationally renowned not only for its superb virtuosity and brilliant showmanship, but also as a model for an inclusive society that is being replicated globally. Founded 30 years ago by Francisco J. Núñez, this groundbreaking program harnesses the power of music to benefit children musically, academically, and socially. Over 1,700 children from ages 8 to 18 participate annually through its core after-school program, its in-school Satellite Program in 18 New York City public schools, and two thriving after-school Community Choruses in Washington Heights and at Goddard Riverside Community Center. Francisco Núñez was honored with a MacArthur Fellowship for creating a unique paradigm that integrates children from broad ethnic, cultural and economic strata to achieve artistic excellence. Among YPC's many awards is the National Arts and Humanities Youth Program Award - America's highest honor for youth programs. Its commitment to artistic excellence and diversity inspires frequent invitations for collaborations and performances from a global array of festivals, cultural institutions, and cities on four continents, and its commitment to education ensures that 100% of its graduates go on to college.

**Position Overview** The organization has an immediate opening for a seasoned Senior Grants Writer/Institutional Relations Manager. Reporting to the Director of Development, he/she will take the lead on all institutional writing, including but not limited to letters, LOI's, proposals, reports and collateral materials, cultivate relationships with current institutional donors (foundation, government, and corporate) and reach out to new institutional prospects; track multiple institutional deadlines, coordinate with the program and artistic staff, manage a part time grant/staff writer, and work closely with a highly collaborative development team.

Detailed responsibilities include:

- Create an annual plan, working with the DoD, for meeting fundraising goals;
- Manage and execute YPC's corporate, foundation and government grants program;
- Ensure the timely submission of new and renewed proposals, reports and supplemental materials
- Communicate effectively with current donors and new prospects;
- Identify and develop new institutional prospects with support of the development and artistic team;
- Write grant proposals and LOIs and collaborate with the development director, grant writer/editor and other key staff to develop strategic and compelling grant applications;
- Coordinate institutional site-visits and attend meetings;
- Work with artistic and education staff to ensure evaluations and reports comply with funder requirements;
- Participate in development team meetings to review progress towards meeting the organization's annual development plan, review grants calendar, and develop strategy for new funding sources;
- Greet VIPs at performances and cultivation events.

#### Qualifications/Requirements:

- 5+ years of grants management and grant writing experience
- Superb writing skills
- Proven ability to speak persuasively
- Demonstrated success in building strong prospect lists, successfully presenting the organization to prospective funders, and building relationships that yield expanded and multi-year funding
- High integrity and devotion to team efforts
- Self-motivated and a self-starter
- Ability to sustain focus on detailed and lengthy writing projects
- Ability to work on multiple projects at once
- Pro-active approach, flexibility and positive attitude extremely important
- Ability to learn new procedures on the job without formal training
- Excellent interpersonal skills and attention to detail
- Demonstrated ability to meet deadlines, willingness to push limits of existing abilities of the department to meet changing needs
- Ability to work calmly within a fast-paced and hectic environment
- Knowledge of NYC arts/youth funding community is a plus

#### Core Competency Requirements:

- Pro-active
- Highly organized with superb attention to detail
- Adept at working on numerous projects at once
- Demonstrated ability to meet deadlines
- Consummate relationship building skills within and outside the organization
- Must be able to work with limited support staff, in a highly entrepreneurial environment
- Sense of humor and ability to work calmly and resourcefully within a high-pressure environment and adapt quickly to changing needs
- Familiarity with Microsoft Suite, including Access, Excel and Word
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of students

The Young People's Chorus of New York City is committed to creating a diverse and inclusive workplace and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the development and arts fields are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.



## Type: Behind-the-scenes

### Job posting: Marketing & Communications Manager (Broadway Housing Communities)

Founded in 1983, Broadway Housing Communities (BHC) is committed to addressing the challenges of poverty and homelessness for adults, children, families and communities in Upper Manhattan. BHC has developed seven buildings that provide housing and other services for people living in deep poverty; operates an award-winning early childhood center; and provides opportunities for tenants and the wider community to engage with the cultural arts. The recently completed Sugar Hill Project, located in the Sugar Hill National Historic District, includes 124 units of permanent, affordable housing; an early childhood center; the SHCMAS; and other community facilities. Open since October 2015, the Sugar Hill Children's Museum of Art & Storytelling (SHCMAS) is the cultural capstone of BHC's Sugar Hill development at the inter-section of the African-American community of Harlem and the Latino community of Washington Heights. SHCMAS provides children with opportunities to discover, engage with and appreciate important works of art as they strengthen their own cognitive and creative development. SHCMAS programs developed for three- to eight-year-olds and their families feature exhibitions ranging from single-artist presentations to thematic surveys and commissioned artist projects; intensive hands-on art education programs; storytelling series; and other family programs.

**DESCRIPTION:** The Marketing & Communications Manager is responsible for promoting the mission and programs of the SHCMAS and Broadway Housing Communities within the uptown community and more broadly throughout New York City. This full-time position reports to the Chief Development Officer, and is in charge of increasing the organization's visibility and engaging and growing SHCMAS visitorship. He/she produces collateral materials and messaging for each organization and its programs; develops printed and digital materials, including press releases, social media posts, website content, and other printed and digital materials, as appropriate. He/she is responsible for pitching stories to print and online media; creating and distributing promotional pieces; and ensuring website information is up to date. The Marketing Manager also collaborates with additional programming staff in the creation and dissemination of marketing materials that serve funders, supporters and members, including appeals and membership drives. The Marketing Manager will also represent the SHCMAS and BHC at community events, as needed, and coordinates outreach to the local community in collaboration with programming staff.

#### **RESPONSIBILITIES:**

- Gain deep knowledge about BHC's and the SHCMAS' history, mission and programs through ongoing communications with leadership and program staff to ensure consistent messaging on all promotional platforms.
- Create and disseminate press releases, media kits, and announcements.
- Pitch media stories to generate media interest and coverage of BHC and the SHCMAS; field media queries; schedule and manage press showings, interviews and tapings.
- Ensure weekly and monthly listings of e SHCMAS exhibitions and programs, and community gallery programs in print and online media locally and Citywide.
- Write and edit editorial content.
- Maintain accurate log of all media coverage, secure copies of all articles and listings as well as video and audio recordings.

- Engage the public through BHC's and the SHCMAS' social media accounts; create and monitor social media strategies using analytical tools to maximize engagement; be a responsive voice for the SHCMAS on social media conversations.
- Create promotional materials such as flyers and e-blasts for exhibitions, programs, and special events.
- Collaborate with Visitor Experience and Retail Services Manager to ensure timely and thorough distribution of flyers and e-blasts through the SHCMAS' mailing list and community outreach as well as with the Director of Community Engagement and Director of Housing at BHC regarding cultural programming at the community galleries and tenant services and events.
- Maintain the websites' calendar, ensure accuracy of information, and promote upcoming events.
- Collaborate with consultants such as photographers, graphic designers, influencers and bloggers, as appropriate.
- Represent the organization and participate in their tourism outreach initiatives.
- Occasional weekend and evening hours are required.

#### QUALIFICATIONS/REQUIREMENTS:

- Four to six years of marketing and communications experience, preferably in not-for-profit organizations. Preference given to individuals with experience working in museums, cultural, educational and/or social justice organizations.
- B.A degree, preferably in Marketing and Communications
- Demonstrable professional relationships with print and online media, in particular, outlets in Uptown Manhattan and the Bronx as well as outlets targeting families Citywide.
- Deep familiarity with social media and best practices, including how to maximize social media engagement.
- Excellent writing and communication skills, comfortable at public speaking, and strong sense of graphic design.
- Attention to detail and commitment to producing high quality work and materials.
- Experience with establishing and overseeing process of distribution of print materials to wide range of community-based organizations and institutions.
- Self-motivated individual with experience in fast-paced work environments.
- Strong team player, with an ability to engage with diverse staff to gather and consolidate necessary programmatic information in a timely fashion.
- Experience with Squarespace, Mail Chimp, Constant Contact and Microsoft Office.
- Fluency in Spanish a plus.

**APPLICATION:** To apply for this position, please email your resume, cover letter and two professional writing samples, with salary requirements, to [resumes@bhc.org](mailto:resumes@bhc.org). Applicant review will continue until the position is filled. Please indicate your last name and "Marketing Manager" in the subject line. No phone calls, please. Only qualified candidates will be contacted for an interview. Salary commensurate with experience. We offer a comprehensive benefits package, including health, dental, vision, 403(b) retirement plan and paid time off.