



General Manager Job Description

The Chamber Music Society of Sacramento was founded in 1987 by members of the Sacramento Symphony. We are dedicated to the performance and appreciation of intimate small-ensemble chamber music. We host concerts and educational events aimed at promoting music and supporting emerging musicians while preserving and advancing the rich tradition of chamber music through regular performances and community engagement. Our founding and current Music Director is violinist William Barbini. Our season usually includes seven programs from September to May with concerts in Davis and Sacramento.

The organization is at a period in its history where it requires professional management in order to continue.

JOB SUMMARY

Reporting to the president of the Board of Directors, the General Manager will serve as the Chief Operating Officer and will be charged with leading the Society with its mission, vision and values as a guide. The General Manager will be the organization's main spokesperson, representing it to many constituencies, both internal and external. The scope of responsibility will include programmatic policies in conjunction with the Board President and the Music Director, audience development, fund development, long-range planning, and the overall operational, financial and administrative management of the society.

The General Manager will be a relationship builder, who will maintain a high professional profile and is able to cultivate financial resources together with the Board of Directors.

We are looking for someone who will take on the responsibilities of managing the Chamber Music Society of Sacramento. Specific knowledge and experience that would be helpful includes Arts Administration, Financial Management, Communication Skills, Strategic Planning, and Marketing. But more importantly is the ability to take charge, creatively adapt to changing circumstances, recognize opportunities and make sound decisions.

The position is intended to be half-time currently with an intent to become full-time as soon as possible.

Salary: \$30,000 - \$40,000

I would be happy to provide more details and answer questions.
Please send your resumé and a cover letter to:

Maurice Kalisky,
CMSS Board President
mkalisky@gmail.com

