



Job Summary

The Hutchins Consort has entered its twentieth year of performance. We are in need of a new Executive Director to help us reach wider audience who will truly appreciate our music once they know about it. The Executive Director of the Hutchins Consort will work with Joe McNalley, the Artistic Director, to facilitate his goals and visions. The ED will have responsibilities for grant writing, donor relations, fund raising, maintaining memberships and enrollments in federal and state associations, alliances and guilds. The ED will assist with musician relations, and scheduling.

Position requirements

Fundraising

Maintain and enhance relationships with current donors.

Reach out and motivate new supporters to donate to the Consort.

Establish new avenues of corporate giving.

Assist in the production of consort recordings.

Assist the office manager and the Artistic Director with Media Administration (Production, presentation and use of media created for and by the consort.)

Public relations including the creation of brochures, flyers and advertising materials for the group.

Mine Guidestar for new revenues and supporters.

Maintain and expand the permits, licenses and memberships in professional organizations

Musician relations

Assist with the needs of the members of the consort.

Acknowledge the requests and suggestions of the musicians and discuss their views with the AD to continue a pleasant working atmosphere

Assist the Artistic Director with the library of the Consort. Currently the Consort has over 350 scores for the octet. The Executive Director will facilitate the organization of the scores, reviewing them for completeness and proper cataloging.

This is not an exhaustive and all encompassing description of the positions. You will be asked to assist in ways not specifically outlined in this job description.

Please make submissions to John.McCarthy@hutchinsconsort.org