

Left Coast Chamber Ensemble Managing Director Job Description

Left Coast Chamber Ensemble (LCCE) seeks a full-time Managing Director with a passion for chamber music and community to oversee all administrative and organizational aspects of the ensemble. A San Francisco-based chamber music ensemble with a local focus and national presence, LCCE is a musician-directed 501(c)(3) nonprofit organization led by an Artistic Director, and supported by a committed Board of Directors and additional part-time staff.

This position includes marketing strategy, fiscal oversight, development, grant writing, community engagement, event management, and strategic/operational growth. The new Managing Director will play a vital role in helping the organization grow to serve a larger audience.

Applications will be accepted and reviewed until the position is filled, but interviews for short-listed candidates will be scheduled on a rolling basis, so please apply as soon as possible.

About Left Coast Chamber Ensemble

Founded in 1994, Left Coast Chamber Ensemble is a San Francisco-based consortium of thirteen musicians working as a cohesive collective of artists with shared values. We present the music of our time in conversation with musical influences of the past in our established and well-received concert series and our broad-based education program. Through our programming we aim to amplify diverse voices in classical music. Left Coast sponsors an annual composition contest, champions new music by commissioning new works, and collaborates with other artists, thinkers, and scholars. Learn more about [Left Coast Chamber Ensemble on our website](#).

Responsibilities of the Managing Director include the following:

General Operations

- Oversee production of concerts and other ensemble events
- Manage day-to-day operations (including timelines, office administration, database maintenance, box office, ensemble email and phone communications, etc.)
- Serve as a public representative for the ensemble as appropriate
- Supervise, train, and grow network of staff, volunteers, and/or interns, as needed
- Manage annual composition competition communications and judging
- Meet weekly with Artistic Director, and monthly with the Board President or Executive committee; coordinate and prepare for quarterly board meetings

Finance

- Maintain the ensemble's financial record-keeping and reporting using Quickbooks Online, and do monthly payroll, with the assistance of Left Coast's bookkeeper and Board Treasurer
- Work with Artistic Director, Treasurer, and Board to create and execute annual budget
- Monitor cash flow, and ensure expenditures are consistent with the approved budget
- Keep current on state business license and filings, insurance payments, employer information

Development and Fundraising

- Work with the Board and Artistic Director to develop and execute fundraising strategies, including appeal letters, annual gala planning, donor cultivation; provide regular fundraising reports
- Write grant proposals and reports to funders; work with the Artistic Director to research grant opportunities; manage the grant process to track deadlines
- Log and acknowledge gifts using patron management database Little Green Light

Marketing and Box Office

- Coordinate email, social media, and postal mail correspondence to patrons
- Organize and attend annual publicity strategy meeting with artistic director, musicians, and board members; manage marketing initiatives for Left Coast, including emails via MailChimp, social media updates, online advertising, mailed concert postcards, annual season brochures; audio and video promotions
- Oversee Box Office for our annual concert series, and invitations and RSVPs for other events, including using tix.com for subscriptions and single ticket sales
- Collect photos and publicity information and organize periodic photoshoots; provide materials to Left Coast's publicist

Production and Concert Management

- Secure rental dates and contracts with performance and rehearsal venues
- Coordinate concert and event logistics; hire and manage concert production staff (ushers, box office assistants, stagehands)
- Take possession of, and bring to each concert/special event, necessary production materials (concert programs, cash box/credit card readers, and display signage)
- Prepare contracts and payments for composers, guest musicians, and concert staff
- Oversee creation of printed and digital programming materials
- Manage archive of concert videos, historical concert programs, promotional photos, etc.
- Engage with musicians and community partners in coordinating community events

The Ideal Candidate

- Is passionate about music, the arts, and Left Coast's mission

- Has exceptional communication and people skills, and is able to establish and maintain positive relationships; maintains a calm and positive demeanor under pressure, especially when interacting with members of the public
- Works independently and is self-motivated
- Is flexible, open-minded, and thoughtful, and has a good sense of humor; can work well in a team
- Must be highly detail oriented and have strong time management skills
- Must be an excellent writer
- Is a creative thinker and problem solver
- Is committed to diversity and equity and contributing to an inclusive environment
- Has experience working in non-profit arts administration, or other relevant fields
- Has a Bachelor's Degree, ideally in arts administration, music, or business
- Has a high level of proficiency with Microsoft Excel and Word
- Has the interest and ability to quickly learn and master new software and databases, such as Little Green Light, MailChimp, Tix, Google, QuickBooks Online, DropBox, and/or existing experience with these programs; has proficiency with various social media platforms, CRM databases, and drag-and-drop website platforms
- Has experience with data management and gift processing and is familiar with IRS guidelines relating to nonprofits and charitable donations
- Has an interest in helping the organization grow

This position offers rich learning opportunities in non-profit management and leadership. We encourage you to apply if you are passionate about community arts organizations, even if your experience in some areas is limited.

Commitment

This position is based in the San Francisco Bay Area. The Managing Director works remotely and can schedule work flexibly with the exception of meetings, concerts, and special events which require attendance at specific times. Periodic trips to the shared office in downtown San Francisco are also required. Note that night and weekend work is regularly required, as concerts, special events, and board meetings, and organization retreats often take place at these times.

Compensation

- Compensation is \$55,000/year; compensation may increase over time along with the organization's budget and depending on the degree of success in the position.
- Paid vacation and sick leave
- Full-time position, flexible hours; nights and weekends sometimes required, including presence at all LCCE concerts

- Legal authorization to work in the United States is a pre-condition of employment. Reimbursement for relocation expenses is not available.

Start date

Part-time in June 2021 for training; full-time beginning July 6, 2021

How to apply

Please send a cover letter and resume to md2021@leftcoastensemble.org. Your cover letter should briefly outline your qualifications and interest. Successful first-round candidates should be prepared to submit contact information for two references. Applications accepted until position filled, but interviews will be scheduled on a rolling basis, so please apply as soon as possible.