



Managing Director

Bel Canto Chorus seeks a Managing Director with a passion for inspiring people through the performing arts. This executive position is responsible for administering the Chorus' artistic endeavors. The position is full time with longer hours expected during the concert season (mid-August through mid-May) and lighter hours during the off season (usually mid-May through mid-August). Occasional night and weekend hours are required to support rehearsals and all performances by Bel Canto choruses.

The Managing Director is responsible for administrative, marketing, fund development, outreach and production activities related to the operation of Bel Canto Chorus. This position works closely with and reports to the Chief Executive Officer (CEO). A close working relationship will also be needed with the Artistic Director in order to support the administrative facets of concerts and programming. The position supervises the production manager, marketing and accounting contractors, interns, and has high level oversight of volunteers. Attendance at meetings of the Board of Directors may be requested.

Major Areas of Responsibility

- **Administration:** Manage general office needs; run the box office; administer IT systems; support the CEO in strategic planning; implement strategic plans across organizational responsibilities; implement seasonal administrative projects and program outreach activities; assess viability and financial supports for new and existing programs.
- **Financial oversight:** Develop the annual budget; supervise and support contracted accounting and audit activities; deposit checks; review financial reports; administrate the Finance Committee.
- **Concert production:** Support the Music Director and CEO in developing annual concert programming; supervise the production manager rehearsal and concert production activities; administrate chorus member needs; conduct annual review of the production manager; conduct evaluation of events; contract soloists and other artistic collaborators; work with production manager and artistic director in selecting performance spaces.
- **PR/Marketing:** Develop annual marketing strategies with the CEO; create printed and digital media marketing materials, which includes working with a contractor for images and digital newsletter support; create press releases and line up media opportunities for the Music Director and CEO; seek opportunities to enhance Bel Canto's perceived value to the Greater Milwaukee area; ensure marketing decisions are data driven and all materials represent the organizational "voice;" administrate the Marketing Committee.
- **Fund Development:** Support the CEO in creating multi-year fund development plans; implement annual campaigns for individual and corporate contributions; manage and grow Bel Canto's grant portfolio, support annual UPAF campaign activities and special events; provide administrative leadership for the annual gala and other revenue-generating opportunities, manage graduate interns in supporting grant and other fund development activities.
- **Staff and volunteer relations:** Manage administrative staff, contractors, and volunteers in accordance with the organization structure; coordinate Board and Chorus Cabinet volunteer activities; create and drive a strategic volunteer recruitment process; responsible for graduate or undergraduate intern recruitment and work; ensure artistic staff have the administrative support needed to be successful; prioritize a positive, respectful, and welcoming staff culture at all times.

Desired Characteristics

- Highly motivated, organized self-starter
- Excellent organizational and time management skills
- Detail oriented with superb follow through skills

- Enjoys spreadsheets, calendars, lists, and planning
- Values data driven approaches to inform strategy
- Enjoys learning and applying modern marketing techniques
- Seeks efficiencies in administrative tasks
- Openly communicates about timelines, challenges, and questions
- Creatively adapts and solves problems
- Enjoys a mix of virtual and in-person work settings
- Actively creates a positive team culture based on collaboration, respect, appreciation, and joy

Desired Skills and Experience

Minimum Qualifications:

- Postsecondary education
- 3-5 years of experience working with a variety of organizational stakeholders
- 3-5 years of budget development and management experience
- Familiarity with nonprofit administration, including fund development and grantsmanship
- Demonstrated leadership experience and initiative
- Organizational and project management
- Proven ability to manage staff and coordinate large groups of people
- Excellent oral and written communication skills
- Ability to delegate, coach, and be coached
- Computer literacy with Microsoft Office Suite, QuickBooks, and willingness to learn other software tools
- Time and meeting management skills

*A mix of education and experience may be considered for items indicating a minimum number of years of experience.

Preferred Qualifications:

- Arts and/or business community contacts in the Greater Milwaukee area
- Master's Degree in Business, Arts Management, or Non-profit Management
- Arts management experience
- Strong strategic planning skills
- Familiarity with modern marketing and copywriting techniques
- Familiarity with donor management software
- Musical experience (singing or orchestra) is highly recommended, but not required

Job Location

On-site work will be required for all concerts, rehearsals of the full adult choir on Wednesday evenings, venue site visits, and any other required in-person meetings, such as staff or major donor meetings.

Bel Canto Chorus is currently a work from home organization with no central office. Regular communication with staff and other stakeholders via phone, email, and video conferencing is expected.

A laptop with video capabilities and VoIP phone will be provided by Bel Canto Chorus. Access to a personal cell phone, internet, and transportation are required for the position.

Compensation and Other Benefits

Compensation range is \$63,000-\$75,000, depending on experience. The position is full time, though we estimate 37-40 hours per week during the concert season, and lighter hours in the off season. Concert weeks may exceed 40 hours and will include additional evening and weekend time commitments. The main auditioned chorus has four concert weeks and four retreat rehearsal weekends each season.

Benefits include personal time off and sick leave. While Bel Canto Chorus has not offered benefits beyond these in the past, additional benefits are being considered.

We support a healthy work-life balance and do our best to schedule accommodations for holidays, special life events, and time to recover after long weekends due to Bel Canto performances or events.

We strive to create a positive and inclusive work culture. The successful candidate can look forward to colleagues who will make you smile and singers who will inspire.

To Apply

To apply, please submit a resume and thoughtful cover letter to Ashley Fisher at afisher@belcanto.org. Applicants will only be contacted if chosen to move forward in the interview process. The position is open until filled.

Bel Canto Chorus is an equal opportunity employer and does not discriminate because of race, color, religion, gender, sex, national origin, age, or disability.