



Garth Newel Music Center is accepting applications

for the following positions:

Interim Executive Director

General Description

The Interim Executive Director of Garth Newel Music Center (GNMC) is responsible for overseeing the administration, programs, facilities, and strategic plan of the organization. Other key duties include marketing and community outreach. The Interim Executive Director will serve an initial term of three to six months and may be extended on a month-to-month basis following completion of the initial term. We seek a high-energy, highly organized, exceptional arts manager who seeks an entrepreneurial environment and is respectful of our mission and history. A team-oriented leader with strategic thinking skills is needed to build upon our national reputation.

Requirements/Qualifications:

- Undergraduate degree, Advanced degree or demonstrated experience in
- Performing Arts Management or Musical Performance preferred
- Excellent interpersonal and communications (including public speaking) skills
- Demonstrated experience in leading and managing others
- Position is not remote, evening, weekend and holiday work on-site is required
- Demonstrated success in fundraising and/or capital campaigns
- Knowledge of and passion for classical chamber music
- Demonstrated experience preferred working in a classical music organization

Salary/Benefits:

Salary \$80,000 - \$100,000. Benefits and salary are commensurate with relevant experience. On-site residence provided.

Garth Newel Music Center provides extraordinary benefits to employees, including no-premium health insurance, no premium vision and dental insurance, retirement benefits, and generous flexible paid time off. During concert seasons (July-August and October), five days per week onsite at Garth Newel Music Center (two of those days being Saturdays and Sundays when concerts are scheduled). During non-concert periods, work location is flexible and can be negotiated with, and approved by, the Board Chair.

Responsibilities and Duties

Administration:

- Maintain clarity of reporting channels, manage and ensure clear roles and responsibilities for all employees
- Maintain and implement employment policies contained in the GNMC Employee Handbook
- Hire all administrative and non-musical staff positions
- Hire musicians in consultation and collaboration with Artistic Directors
- Provide performance feedback for staff
- Provide project management for all events/services at or for Garth Newel and ensure clarity of assignment for employees, committee members, and other volunteers
- Provide management oversight for all kitchen and catering operations Programs
- Foster and support rehearsal and performance environments of the resident piano quartet including opportunities for additional performances on-site or tour
- Provide administrative oversight for events/services presented by GNMC including Summer Chamber Music Festival Fall Foliage Music Festival Music Holiday
- Weekend Educational programs including the Fellows program, amateur musician retreat, musician visits to schools, and Allegheny Mountain String Project
- Work with Artistic Directors to ensure challenging programs are delivered within budget
- Attend all GNMC concerts and introduce the musicians to the audience
- Maintain annual events calendar

Facilities:

- Responsible for the use and care of grounds and facilities
- Work with the Grounds and Maintenance manager to prioritize lists for routine and deferred maintenance for all structures on campus
- Financial Management
- Oversee the development of the annual budget for GNMC with the Board and ensure adherence to the adopted budget
- Oversee filing of all applicable and required public financial reports, forms, and certifications
- Coordinate with the Treasurer and Business Manager to develop quarterly and annual financial reports for the Board, incorporating all income/expenses of GNMC and Garth Newel Enterprises
- Oversee all bookkeeping and accounting functions of the organization
- Work with auditors to complete the annual financial statements
- Act as primary contact for managers of the Garth Newel endowment

Fundraising:

- Collaborate with the Board Development Committee on all fundraising efforts including annual campaigns, fundraising events, and legacy gifts, ensuring clarity of roles and responsibilities
- Continue annual plans for external grants and gifts
- Collaborate with the Capital Campaign Committee to plan and support the capital campaign
- Maintain relationships with existing donors

Marketing

- Oversee the development of all marketing and public relations campaigns
- Oversee website design and content board and Community Relations
- Maintain regular contact with the Board about projects and challenges
- Work in concert with all Board committees and committee chairs to achieve goals outlined in the Strategic Plan
- Maintain regular contact with Garth Newel's patrons through emails, newsletters, and other postings
- Establish and maintain relationships with patrons and organizations on behalf of Garth Newel locally, regionally, and nationally
- At the conclusion of the interim Executive Director period, provide the board with a written summary of recommendations for improving Garth Newel's operations and management

To Apply

Send a cover letter and updated CV along with 3 references via email to:

Heather@garthnewel.org Subject: Garth Newel Music Center Search Committee Attn:

Board Chair Gene Sullivan

Or mail to:

Garth Newel Music Center Search Committee: Attn: Board Chair Gene Sullivan

PO Box 240 | Warm Springs, VA | 24484

Garth Newel Music Center does not discriminate on the basis of age, color, disability, gender identity or expression, marital status, military status (which includes active duty service members, reserve service members, and dependents), national or ethnic origin, political affiliation, pregnancy (including childbirth and related conditions), race, religion, sex, sexual orientation, veteran status, and family medical or genetic information, in its programs and activities as required by Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, as amended, Section 504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, Age Discrimination Act of 1975, Governor's Executive Order Number One (2018), and other applicable statutes and policies. Garth Newel Music Center prohibits sexual and gender-based harassment, including sexual assault, and other forms of interpersonal violence.