

Job Title: Managing Director

Chorus/Organizational Name: Handel Choir of Baltimore

Duties and Responsibilities: The Managing Director works in partnership with the Board of Trustees and Artistic Director to develop and implement strategies that will sustain Handel Choir of Baltimore through its next 75 years. The Managing Director will report to the President of the Board of Trustees, serve as an *ex officio* member of the board and work in conjunction and consultation with the Artistic Director and Conductor. Specific responsibilities include:

Organizational and Financial Management

- Works with the Chorus Manager to support and coordinate Choir activities
- Provides advice and counsel to Artistic Director, Operations Manager and volunteers about arts management processes and procedures
- Prepares selected reports for Board activities
- Develops marketing, advertising and public relations budgets in consultation with the Artistic Director and Board of Trustees

Marketing, Advertising and Public Relations, Concerts

- Provides overall leadership, designs strategic plan and coordinates marketing, advertising, program book preparation/printing and public relations functions
- Oversees the preparation and distribution of promotional materials for current/future seasons
- Supports preparation and distribution of press releases and performs other media relations functions
- Generates statistics and other information for grant reports and other activities
- Represents the organization in media appearances, as requested
- Responds to general Choir inquiries from the public, patrons, and media, as requested.
- Oversees staff and volunteer operation of ticket sales (office and web) and internet media communications (e-mail, Facebook, etc)
- Provides front-of-house services and production oversight for performances

Planning

- Prepares current year and long-range strategic marketing and advertising plans in consultation with the artistic director, executive and artistic committees
- Consults in budget preparation and season planning

Board of Trustees

- Presents regular reports to the executive committee and the Board
- Provides support for Board development activities, including contributing to grant preparations, submission and reporting as well as donor cultivation and acknowledgement

Time Commitment: The current position is part time, with the future possibility of conversion to full time depending on the performance of the candidate and availability of funding.

Requirements:

- Experience in financial and organizational management, preferably in a non-profit arts organization.
- Experience in marketing and advertising, preferably for a classical music organization.
- Excellent financial and budgetary management skills, including ability to work in Excel spreadsheets.
- Excellent oral and writing skills.
- Collaborative team player with excellent people skills.

Compensation: Commensurate with experience.

Benefits: Paid vacation time.

Chorus/Organizational Description: Handel Choir of Baltimore is a community-based oratorio ensemble of approximately 45 singers that presents baroque, classical and early romantic works with period instrument orchestras as well as modern repertoire and newly commissioned works. During the 2009-2010 season, Handel Choir of Baltimore celebrates its 75th year as a Baltimore City artistic institution.

Organizational website: www.handelchoir.org

Location: Baltimore, Maryland

Application Deadline: February 26, 2010

Apply to name: Leslie Greenwald, President, Board of Trustees

Apply to email: info@handelchoir.org

Application procedure: The Board of Trustees invites those interested in being considered for the position of Managing Director of the Handel Choir of Baltimore to inquire in writing, and to include a resume or CV, including appropriate references. The Board will acknowledge inquiries and will consider applications submitted through February 26, 2010. Finalists for the position will be invited for an in-person interview with representatives of the Board of Trustees and the Artistic Director.

[RETURN TO HANDEL CHOIR HOME PAGE](#)