

MANAGING DIRECTOR
CALLIOPE: The Pittsburgh Folk Music Society

Full-time position, head of staff for small cultural non-profit presenting organization (annual budget ~\$300,000-350,000) in Southwestern Pennsylvania.

Calliope presents small and large concerts featuring emerging and legendary artists with national and international reputations; fosters local artists; hosts neighborhood jam sessions; and operates a folk music school. Through its programs, Calliope encourages all of us to explore the breadth of our musical roots. We seek a Managing Director who will bring to the job their energy, collaborative spirit, and new approaches. For further information including current and upcoming concerts, Calliope School classes, and a history of Calliope with a list of past performers, please visit our website: www.calliopehouse.org

Primary responsibilities: Lead and execute daily operations of Calliope, including administration, development, marketing, education, and programming. Manage the allocation of resources, maintain excellent business operations, lead all grant-related and donor development activities, negotiate contracts, and ensure compliance with policies, procedures and regulations.

Supervised by: Board President.

Direction exercised: Supervise and work collaboratively with staff including Operations Director, Bookkeeper, interns, stage crew, teachers, contractors, and volunteers.

Employment qualifications: Education and Experience: Bachelor's degree in management or arts management or arts related field; Master's degree in public management or arts management desirable. Minimum of five years' experience in not-for-profit cultural administration including program and personnel supervision, fundraising on local, regional and national level, grant-writing and reporting, budget preparation, and event management. Clear understanding and appreciation of contemporary folk arts in the cultural life of a community preferred. Knowledge and experience of applicable databases and applications, including Quickbooks, FilemakerPro, MS Word and Excel.

Skills and Conditions: Ability to work independently and in a team, meet deadlines, and interact comfortably with the public. The hybrid and collaborative work arrangement includes sharing office space with staff and managing arrangements with performers and personnel at concert venues; it requires some physical effort. This position requires strong organizational, writing, and communications skills; a valid driver's license and car; and a flexible schedule shifting work time to evenings and weekends to attend program events and meetings. (The Managing Director would work the day of any concert—usually a Saturday—therefore taking a day off during the subsequent week.)

Major Accountabilities:

Development/Funding: Identify current and future sources of funding for Calliope programs and activities; manage subscriber and donor campaigns and reports; provide stewardship of major donors; maintain donor records, acknowledgments, and recognitions. Prepare and submit timely grant applications and reports to private and public funding sources.

Financial Management: In consultation with staff, the Treasurer, and appropriate Board committees, prepare an annual balanced budget that reflects the organization's goals, objectives, and strategies. Negotiate and execute contracts; oversee day-to-day management of Calliope's business affairs, including cash flow, accounts payable, bank reconciliation, payroll, bookkeeping contractors;

supervise bookkeeping, liaise with auditors/accounting professionals. Report monthly cash-flow to the Board.

Marketing: Working with the Operations Director and appropriate Board committees, prepare an annual marketing/communications plan which includes both overall Calliope positioning and program-specific marketing.

Programming: In consultation with appropriate Board committees, direct the programming for all presenting activities of the organization; negotiate contracts with artists' agents. With the Operations Director, supervise concerts, events, and outreach and education programs; provide support services including but not limited to identifying and supervising contractors and sources for technical support for all programs.

Education: In collaboration with appropriate Board committees and the Operations Director, oversee the Calliope School of Folk Music and the design, development, and implementation of all other educational and outreach programs, including logistics, scheduling, and marketing.

Outreach and Job Development: Strengthen relationships with affiliated or "friend" organizations, the grants-making community, potential partner organizations and agencies. Maintain close ties with complementary local and national arts organizations to represent Calliope's mission, promote collaboration, and learn best practices.

Evaluation: The Managing Director shall meet with the Board in its regularly scheduled meetings; with committees as scheduled; and with the Board President as needed. The Managing Director will work as a probationary employee for the first six months. Following a six-month review, the Board and the Managing Director will have the option of renewing or terminating employment. In addition, the Managing Director may receive bonus pay for meaningful increases in grants and donor gifts.

Thereafter, the Board President in consultation with the full Board shall conduct an annual performance evaluation, which will be shared with the employee in a timely fashion. Any salary increases require Board approval and will be contingent upon the outcome of the performance evaluations.

All employees of Calliope are employed at will and can be terminated with or without cause. Calliope is an Equal Opportunity Employer; applications by women and minorities are encouraged.

Salary and Benefits: \$59,000. Package includes medical, vision, dental, 401K, and disability insurance. Two weeks paid vacation plus one additional day for every year worked. No relocation offered.

Application

Please send the search committee a letter of application, CV/resume, and contact information for three people who will provide professional career recommendations; use this email address:

CalliopeMngDir@gmail.com

Applications will be reviewed on a rolling basis; those received by 15 January 2024 will receive the closest attention.

12.14.2023