



EXECUTIVE DIRECTOR – Position Announcement

March 27, 2017

Founded in 1976, the Atlanta Chamber Players (ACP) are a nationally recognized chamber music ensemble that has been bringing innovative programming and high-caliber music to Atlanta audiences for over 40 years. The mixed ensemble consists of strings, winds, and piano. The group presents traditional Concerts in creative venues to the broadest possible audience, as well as a premium-priced Soirée Subscription Series in private homes, with repertoire ranging from traditional masterworks, to virtuosic salon works, to world premieres by American composers. The ACP is under the artistic leadership of pianist Elizabeth Pridgen, who designs programs featuring leading members of the Atlanta Symphony Orchestra and other acclaimed chamber musicians and guest artists. The group founded and directs the nationwide Rapido! Composition Contest to foster the creation of new chamber works. The organization's annual budget is \$250,000 and growing. The ACP's actively engaged Board seeks a dynamic leader to helm the organization and maintain its position as the leading chamber music group in the Southeast. This is an exciting opportunity to impact the regional music community and to assist in bringing music of the highest caliber to audiences.

Seeking Executive Director

ACP is seeking a full-time Executive Director to manage the group's finances, marketing, fundraising, concert production, and be accountable for all operational aspects of the organization. The Executive Director reports to the Board and works closely with the Artistic Director.

Job Requirements

Management experience in arts and nonprofit administration. Demonstrated success in financial management, marketing, grant writing, and donor cultivation. Organized individual with proven ability in concert production and interpersonal communications. Computer literacy is necessary, along with proficiency using the Microsoft Office Suite. The position supervises part-time contractors and interns, and coordinates dozens of outside vendors. The position requires evening and weekend work, and the ability to stand for long periods and repeatedly lift items up to 25lbs during event set-up and break-down.

Helpful additional skills include creative writing, music literacy, and knowledge of the following software: OvationTix, QuickBooks, and DropBox.

Timeline: Ideal starting date for the position is May 1, 2017.

Salary & Benefits: The salary for this exempt position is in the \$35,000-\$45,000 range, dependent on skills and experience. The ACP offers flexible working hours and vacation arrangements. Health benefits are not offered.

Applications

Please send a cover letter describing your specific qualifications and interests, your resume, and contact information to the ACP Search Committee, search@atlantachamberplayers.com
Please attach PDF or Doc/Docx files only.

For further info:
atlantachamberplayers.com rapidocompositioncontest.com

Position Details

The position will have the following responsibilities:

Fundraising – manage the ACP’s diverse set of funding streams. This includes writing & managing grants (both government and private foundations), soliciting corporate sponsorships, and individual giving stewardship.

Soirée Events – produce invitations, maintain subscription records, produce reminder mailings, keep attendance records, arrange piano rentals/tunings and chair rentals, organize and print name tags for guests, acknowledge donations by hosts.

Marketing – The ACP has robust marketing efforts, including social media accounts for 3 organizations on 2-4 platforms each. The Executive Director is responsible for the creation or supervision of all publicity materials, including: program booklet, concert program notes, email newsletters, social media presence, website, advertising (print, digital, and radio). Develop and run marketing campaigns for Concerts, Soirées, and other events.

Concerts – concert payrolls, event logistics, arrange piano rentals/tunings, coordinate box office, track audience demographics.

Board – attend and help coordinate Board meetings 3-4 times each year, communicate with Board and keep meeting minutes, help update Long Range Plan annually.

Rapido! Composition Contest – prepare budget and manage Rapido! finances, prepare fundraising applications, supervise production of national communications, announcements, and publicity materials, coordinate online registration and entry submissions.

Financial – creation and supervision of annual budget, work with bookkeeping contractor on Quickbooks entries and reports and bills/checks/deposits, manage payroll taxes/1099s, acknowledge donations, send monthly reports to Audit Committee.

Coordinate Outside Vendors – The Executive Director coordinates with multiple outside vendors to ensure the success of the ACP. These include: venues, caterers, piano tuners, piano movers, piano rental companies, photographers, videographers, audio engineers, accounting firms, insurance companies, online software providers, banks, schools, and government agencies.

About the Atlanta Chamber Players:

The Atlanta Chamber Players, founded in 1976, have earned a national reputation as a pioneer among chamber music groups and are widely respected among arts organizations in the Southeast.

Over the past 41 years, the ACP has performed critically acclaimed concerts in cities throughout the United States, Europe, and Mexico and reached thousands worldwide through live international radio broadcasts.

To foster the creation of new chamber compositions and advance the careers of underserved composers of all ages, ACP launched (with support from the Antinori Foundation) “Rapido! A 14-Day Composition Contest” in 2009. Rapido reaches all 50 US states, has yielded hundreds of entries, and results in premiere performances in Boston, Dallas, Detroit, and San Francisco, as well as Atlanta. Robert Spano and the Atlanta Symphony Orchestra joined the Rapido! team in 2012 by adding an ASO orchestral commission to the national first prize.

The ACP’s broad repertoire includes traditional masterpieces (Beethoven, Brahms) as well as contemporary works, with a focus on American composers. The ensemble has premiered more than 125 works to Atlanta audiences, including world premieres commissioned from composers such as Michael Gandolfi, Anne LeBaron, John Harbison, and Adam Schoenberg.

ACP Mission Statement – The mission of the Atlanta Chamber Players (ACP) is to contribute to the future of chamber music by providing a world-class mixed ensemble chamber music experience to a broad audience crossing demographics, through the performance of traditional and modern chamber music repertoire and the commissioning of new works.