

Green Lake Festival of Music

P.O. Box 569 • Green Lake, WI 54941
info@greenlakefestival.org • www.greenlakefestival.org

Executive/Artistic Director Position

Summary: The Green Lake Festival of Music (GLFM) is a nonprofit organization founded in 1979. Its mission is to entertain, inspire, and educate through artistic performances and activities of the highest quality.

The Executive/Artistic Director is the Festival's chief operating officer and artistic leader. This is a twelve-month, half-time position (full-time May-July) reporting to the Board of Directors. Festival offices are on the Ripon College campus in Ripon, WI.

Essential duties and responsibilities include the following:

- Seek and contract artists for summer series of GLFM performances subject to Program Committee input and approval.
- Serve as leader/administrator for a two-week chamber music camp and four-day choral composer residency.
- Plan three concerts in Green Lake for the Thomas E. Caestecker Free Family Concert Series.
- Conduct, or appoint people to conduct, live pre-concert conversations with artists.
- Oversee guest artist housing, transportation, and hospitality.

Development

- Write government, foundation, and corporate grant proposals and follow-up reports.
- In coordination with the Board, make in-person visits to prospective grantors and donors.
- Secure sponsorship for programs, scholarships, and resident ensembles from businesses and individuals, and work with the Board to raise funds for a wide variety of artistic projects.
- Work with the Friends of the Festival on annual fundraising and donor recognition events.

Promotion and Public Relations

- Strengthen the Festival's position externally through effective community relations, outreach and marketing efforts.
- Represent GLFM at public functions.
- Serve as the main spokesperson for the Festival: Work with key individuals at WI Public Radio, Chicago-based WFMT radio network, and contacts in Chicago, Milwaukee, Madison, and the Fox Valley for free or low-cost publicity.
- Review and/or write copy for publicity materials and other publications.
- Increase the Festival's social media presence.
- Promote the Festival at every opportunity.

Board of Directors

- Work with the Board president and other key Board members to develop agendas for meetings.
- Keep the Board informed and updated on Festival activities.
- Help develop Board workshops and retreats.
- Attend all appropriate committee meetings.
- Work with Board members and committees to support and promote the Festival.
- Assist in seeking new members for the Board and Friends of the Festival.

Finance

- Oversee an annual operating budget of approximately \$250,000 and help monitor an endowment approaching \$1M.
- Develop and monitor compliance programs for the annual budget.
- Develop financial proposals and reports for extraordinary programs.

Management

- Provide leadership and vision.
- Conduct staff meetings and oversee staff.
- Conduct annual performance reviews and make recommendations to the Board president.

Minimum Requirements for the Position

- Bachelor's degree in music, business, arts administration, or related field and/or comparable demonstrated experience
- Substantial background in music and a passion for the arts
- Considerable experience in the above-mentioned areas
- Strong verbal and written communication skills
- Finely developed interpersonal skills
- Strong computer skills
- Prior experience with nonprofit organizations a plus
- Physical requirements for this position are typical for most service-related occupations. Occasional maintenance, moving, and assembly activities, and lifting up to 25 pounds are required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation: \$30,000 – \$36,000

Application Process: Send cover letter, resume, and three references to: HR@greenlakefestival.org with Email Subject line: GLFM ED Position

Deadline: Review of applications will begin on March 1, 2020 and will continue until the position is filled.