



Dr. Paul-Elliott Cobbs
Music Director & Conductor

EVERETT PHILHARMONIC ORCHESTRA
seeks
ASSISTANT GENERAL MANAGER/GM TRAINEE (part-time)

Position Opening: Part-Time Assistant General Manager/General Manager Trainee

Regional symphony orchestra seeks part-time Assistant Manager/General Manager Trainee with potential for growth. Everett Philharmonic Orchestra is the premier semi-professional full symphony orchestra performing in Snohomish County, WA, with an active Board of Trustees and an internationally-renowned Music Director. We are seeking a musically inclined candidate to assist our General Manager and learn the ropes for being considered as a candidate for the General Manager position, which will be open in July 2020.

This is a part-time position working remotely with flexible hours, including occasional required weekend and evening duties. Candidate will work closely with General Manager to perform administrative duties of running the orchestra.

Estimated hours: 15-20 hours per week, varying seasonally with performance and fundraising schedules.
Compensation DOE.

A successful candidate will have the following skills:

- Demonstrated proficiency in verbal and written communication
- Strong interpersonal skills, including the ability to interact positively with musicians, staff, volunteers, the general public, the business community, donors and the Board of Trustees
- Commitment to building and maintaining a strong sense of partnership and community both within the organization and with the greater community
- An understanding of the value that live symphonic music brings to the greater community and the ability to communicate that value to prospective donors and the general public
- A strong sense of ethics and professionalism including adherence to the highest ethical standards in all dealings and the ability to inspire confidence in others
- Organizational skills required for dealing with multiple outside vendors and service providers
- Familiarity with Microsoft Office programs, online file sharing, QuickBooks and other software typical for a cultural nonprofit organization, including donor database management
- Experience with basic bookkeeping and organizational operations is strongly preferred
- Arts management training or experience is desirable
- Familiarity with instrumental music community in the North Puget Sound area is desirable

Principal Job Duties

Work in close collaboration with the General Manager to perform the following duties:

Organization Management

- Generate, share and maintain routine correspondence and document files for organizational operations
- Assure business-like operation of organization, including maintenance of insurance, timely payment of accounts payable, compliance with applicable federal, state and local laws, timely filing of tax returns and legal documents, etc.
- Work with the Music Director, Personnel Manager, Board of Trustees and outside specialists to ensure smooth overall operations
- Coordinate activities with Board committees and subcommittees

Program Support

- Identify and secure appropriate facility rentals for rehearsals and performances, ensure appropriate setup and take-down for musical activities at the venues
- Work with others to develop artwork and publicity to advertise musical performances
- Organize and oversee operations necessary to successful performances, such as ticket sales, day-of-performance administrative functions, stage crew and ushers
- Attend all scheduled performances, ensuring smooth operations and positive community relations
- Engage outside organizations as consistent with Mission Statement and as guided by the Board of Trustees
- Support Music Director and Personnel Manager regarding musician and soloist retention and contracts

Development and Community Relations

- Develop and maintain community partnerships with businesses, other cultural and arts organizations, schools and the greater community
- Develop and maintain audience relations
- Develop and maintain donor relationships
- Seek and obtain appropriate grants and outside funding, in coordination with Finance Committee
- Foster outreach to educational and social programs consistent with mission of organization
- Network with other cultural groups and performers

Financial Management

- Maintain and oversee bookkeeping and accounting functions necessary to functioning of organization
- Produce timely financial reports to Treasurer and Board of Trustees
- Maintain financial records as required by law
- Ensure timely filing of taxes

Other Duties as Assigned

Submit letter of interest, resume and salary requirements to info@everettphil.org