



## **General Manager Job Description**

**About us:** The Suburban Symphony Orchestra is a community orchestra based in Beachwood, OH, comprised of 60-70 volunteer musicians. We provide five free concerts each year, primarily at Beachwood High School, or other local venues. More information can be found at [suburbansymphony.org](http://suburbansymphony.org)

### **Position Summary:**

The Suburban Symphony Orchestra seeks a dedicated, enthusiastic and organized individual to fill the role of General Manager. This staff person serves as liaison between the membership, audience and Board of Directors. Duties include managing the business timetable, internal and external communications, marketing and printed materials, coordination of venues and schedules, and managing day-to-day operations.

This is a part-time paid position. Time demands will vary throughout the year and schedule flexibility is needed to accommodate the needs of the orchestra. Candidates must be available for Sunday afternoon concerts, Saturday morning dress rehearsals, evening Board meetings, and periodically attending Wednesday rehearsals as needed.

### **Preferred Skills and Experience:**

- Background or experience in performing arts, arts management, project or events coordination.
- Basic proficiency in MS office or equivalent, social media and ability/willingness to learn new technical skills as needed.
- Excellent organizational and communication skills.

### **Typical Accountabilities**

- Manage overall business process timetable:
  - Maintain a list of various deadlines for the season including: schedules, press releases, e-mailings, program and flyer printing, database updates, Weiskopf mailing process dates, Young Soloists competition tasks.
  - Remind those involved prior to specific deadlines as they occur.
- Concert and Rehearsal scheduling and coordination:
  - Work with Music Director and Board to determine and reserve dates and venues for concerts and rehearsals. Arrange alternatives when scheduling conflicts arise.
  - Prepare contracts for guest conductors, soloists and hired musicians
  - Serve as key orchestra contact and coordinator for winners of our Young Soloist competition.



- Prepare printings/mailings and arrange for printing and pick up, including:
  - Program booklet for the season including updating content and collecting ads.
  - Program insert for each concert including gathering information from various sources: contributions, membership, biographies, program notes, etc.
  - Season brochure, including coordinating mailing.
  
- Provide oversight of concerts and special events.
  - Attend concert and dress rehearsal, serve as key liaison with building staff regarding handling of miscellaneous stage needs (set up, lighting, sound)
  - On the day of performance, coordinate assembling/ distribution of programs and inserts, post necessary signs, welcome and direct the audience, coordinate volunteer ushers and oversee collection of donations.
  
- Publicity and Communications
  - Communicate with orchestra musicians, soloists, guest conductors, and substitute players specific concert/rehearsal schedule, directions and other email reminders as needed or requested.
  - Communicate with the public through distributing press releases and photos to media, posting concert information and photos on available arts calendars, maintaining viable media contact list.
  - Update Facebook events and maintain updated information on our website
  - Create and send email blasts to our audience database.
  - Make season brochure, concert flyers and distribute to the membership through email and printed copies.
  
- Attend Board Meetings – 5 per year and provide a General Manager’s report

**Interested applicants should send a resume and letter of interest to**  
**[suburbansymphony@gmail.com](mailto:suburbansymphony@gmail.com)**

**Please respond by: May 31, 2021**