

NMKSO Manager Job Description

Ex-Officio member of the Board of Directors. Attend Board Meetings. The Manager shall propose, schedule, and plan concerts and other programs in consultation with the Music Director/Conductor. They shall submit to the Board of Directors a schedule of the proposed concerts and other programs together with an estimated budget of the cost and income. They shall assume such other duties according to their contract and be subject to such other controls as may be designated by the Board of Directors.

1. Administrative

- Oversee and conduct the general business of the orchestra in consultation with the board of directors.
- Prepare and propose the season budget, in consultation with the finance committee.
- Collect mail from the P.O. Box and bring it to the NMKSO office for the attention of the treasurer and executive secretary.
- Attend to NMKSO communications through e-mail and by phone in a timely fashion.

2. Season Planning

- Oversee and coordinate season planning with the music director and board of directors
- Secure venues for each concert and follow up with facilities forms as required.

3. Fundraising

- Work with the fundraising committee on business fundraising, sponsorships and advertising.
- Keep a database of business sponsorships and advertisements. Work with the fundraising committee on business sponsorships.
- Grant writing- Research opportunities and write grants to private foundations and other non KAC institutions.

4. Marketing

- Work with the marketing committee on the season brochure printing and distribution.
- Work with the marketing committee on press releases, flyers, posters, advertisements, and radio spots
- Social media- work with the marketing committee on updates to face-book, website, and constant contact.

5. Concert Duties

- Consult with the Music Director on selection of the music for classics and pops concerts. Consult principal players as needed on individual selections, special instrumentation, or difficulty or specific parts.
- Obtain music for each concert from NMKSO library, borrowing from other

local music libraries, or through Zinfonia and other rental companies.

- Coordinate the marking of bowings of principal string players, and see that bowings are transferred to other string parts.
- Distribute music to players for each concert- by mail to out of town players and/or arrange pickup at the NMKSO office for those in town.
- Keep the orchestra personnel database and send season invitations to continuing and prospective players.
- Determine personnel for each concert based upon player availability, instrumentation, and ability at the discretion of principal players.
- Contact extras (ringers) to fill out the instrumentation for each concert and negotiate honoraria.
- Submit personnel payroll to treasurer for honoraria and distribute checks.
- Conduct follow-up evaluation questionnaires to all orchestra players.
- Coordinate lodging and transportation for guest artists and musicians as needed.
- Coordinate correspondence with guest artists and conductor.
- Secure and coordinate guest conductors in consultation with the Music Director as needed.
- Coordinate the printing of the concert program- advertisements, notes, donor lists etc. – with a designated board representative.
- Work with the assistant manager on the orchestra set up and tear down, for rehearsals and concerts.
- Coordinate the recording and distribution of CD's of performances.

6. Other administrative duties

- Coordinate Dwight Beckham Young Soloists Competition, contacting schools, arranging auditions, and judges.
- Conduct player auditions with the Music director as deemed necessary.
- Coordinate music director search as needed with the NMKSO Board and conductor search committee.