

# MONTEREY SYMPHONY

The Monterey Symphony (MSO) is seeking qualified candidates for their **General Manager** Position (**GM**). The GM provides the leadership and operational knowledge necessary to realize the vision of the MSO. The primary responsibility of the General Manager is operational oversight and budget/financial management.

Essential Functions include but are not limited to:

## **Finance and Operations:**

Oversee sound financial planning, management, and reporting including the development of the yearly budget, daily financial management, monthly P&L reporting, and the implementation of adequate financial controls and practices. Oversee the annual audit. Oversee facilities management including serving as key contact for the landlord and all vendors providing services related to the facility(ies) and general operations.

## **Volunteer & Staff Management:**

Oversee staff and volunteers responsible for aspects of financial management and operations including the Bookkeeper, Personnel Manager, Librarian, and technical backstage crew. Build collaborative and productive relationships with volunteers, donors, partners and the general public by representing the organization in a positive manner.

**Artist Negotiations/Support:** On behalf of the Music Director and Executive Director, identify and secure guest artists for upcoming engagements. Monitor the preparation of artist contracts including the negotiation of appropriate fees and arrangements. Provide support to guest artists during their time with us. Serve as a principal contact for artist management firms and develop relationships with them that serve the orchestra well.

**Orchestra Personnel:** Serve as primary contact with all members of the orchestra. Assist in the preparation of individual contracts and monitor their completion. Know and adhere to all conditions and deadlines specified in the Master Agreement between the Association and the Musicians' Union. Work with orchestra and music director to arrange auditions for vacancies in the orchestra. Assist in contract negotiations.

**Concert Production:** Provide all administrative support for the smooth functioning of each concert produced by the orchestra in a manner that befits its professional image. Schedule concert performance locations and monitor the pertinent contracts. Serve as the principal contact for the concert halls. Coordinate efforts of all production staff and supervise their performance. Monitor the transportation, usage, and storage of all concert related equipment, including but not limited to, the pianos, percussion instruments, chairs, stands, podiums, and accessories. Supervise the stage director, manager and crew. Adhere to the budgets approved for each event.

**Strategic Planning/Special Projects:** Assist in the strategic planning for MSO's future, including youth serving programs and initiatives. Help identify strategic partnerships and alliances and work with ED to implement them.

## **Qualifications:**

- Proven ability managing the operations and finances of a non-profit organization.
- Experience in developing, managing, and reporting monthly and annual finances. Experience in budgeting and variance reporting for programs and operations.
- Strong problem solving and decision making skills.
- Excellent communications skills - both written and verbal - and the ability to communicate complex topics to a variety of audiences.
- Strong interpersonal skills that demonstrate an ability to work productively with a variety of people and groups with varying interests.
- Proficiency in workplace software programs, including, Word, Excel, PowerPoint, and QuickBooks.
- Demonstrated success in establishing and maintaining effective relationships with businesses, volunteers, donors, other non-profit organizations, and government entities.

Interested and qualified candidates please submit a cover letter which includes salary expectations and resume to [search@monterey-symphony.org](mailto:search@monterey-symphony.org) with GENERAL MANAGER in the subject line.