

Business Manager

Job Description



Summary

The Business Manager's key roles are planning, coordination, and administration of the core activities of NWS; operations, personnel, communications, marketing, development, and special projects. The expected time commitment for this position will average about 40 hours per month.

Reports to the NWS Board and works closely with the Board President and Music Director

Duties

The business manager is responsible for:

Administration (in conjunction with the Executive committee)

- Oversee and manage all components of the NWS in consultation with the Music Director and the NWS Board.
 - Coordinate through board committees to provide direction and planning for these main component areas: operations, communications, personnel, development, special projects.
- Oversee librarian and music distribution in consultation with the Music Director
- Oversee all committees and facilitate meeting schedules and committee reporting.
- Facilitate and advocate for the development and sharing of key procedures, guidance documents, and financial records in a shared virtual repository that:
 - Is accessible by staff, board members, key committee members
 - Provides a historical record of organization plans, activities, and standard procedures
- Managing agreements and details in regards to insurance, PO Box, corporate registration, memberships, technology platforms, etc.

Personnel (in conjunction with the Music Director)

- Manage the annual playing member registration process
- Manage the substitute/waiting list and communicate opening availability with those expressing interest in becoming playing members
- Work with the Music Director for needed instrumentalists on a substitute or permanent basis
- Assist in enforcing playing member requirements related to rehearsal participation and dues collection

Operations (in conjunction with the Operations committee)

- Concert and rehearsal planning and scheduling
- Venue research, contracting, and ongoing coordination
- Logistics planning and coordination (equipment storage and transportation, parking, ticketing)
- Coordinating playing members for set-up and teardown for rehearsals and concerts
- Recruitment and coordination of concert support personnel (ticket sellers, ushers, recording, etc.)
- Communicating with and coordinating payments for venues, contracted guests, and related concert services/expenses through the Board Treasurer

Communications and Marketing (in conjunction with the Communications committee)

- Coordinate the administration of key communications information and technology

- Playing Member registration, email groups, fan/patron contact information, donation acknowledgements
- Compose and distribute player communications / manage information flow to band
- Coordinate the writing of press releases for all performances
- Coordinate the concert advertising including proofing, printing, posting, distribution of concert flyers
- Coordinate the development of concert programs (includes providing content, proofing, printing)
- Coordinate development and management of a social media strategy/presence for the organization

Development (in conjunction with the Finance committee)

- Assist the committee with activities raising funds for the organization in these ways:
 - Grants - help identify foundations and their application requirements
 - Corporate Sponsors - assist in identifying potential concert and seasonal supporters
 - Individual donors - assist in cultivating new donors through various means
 - Retail funding sources - promote selecting NWS through these sources (TAGG, Amazon Smile, Baker's, Network for Good, etc)
 - Special fundraising events

Special Projects (with the Special Projects Committee)

- Assist the committee with special events and activities throughout the concert season
 - Middle School All-Star concert
 - NWS Memorial Scholarship Competition
 - Other events as identified (ex. Fund raisers, collaborative events, etc)

Education and Training Requirements

Prior participation in a concert band, orchestra, or other instrumental organization.

Experience in planning, scheduling, and coordinating music events is desired.

Knowledge and Skills Requirements

Good organization and communication skills.

Comfortable working with word processing and spreadsheets in a collaborative, cloud storage environment.

Helpful to have experience with social media tools and web site content management.

Ability to work with limited supervision to meet specified goals and outcomes.

Ability to work with venues and their gatekeepers to request information, prepare summary proposals for the Music Director and Board of Directors, and follow through with determined actions..

Working Conditions

NWS organization email address to be provided for use in conducting all NWS business.

Use of personal phone and computer equipment with internet access.

Availability to attend beginning of most regular (Monday nights) and dress rehearsals (as scheduled) to coordinate band set-up.

Expect to work an average of 40 hours per month.

Salary

To be determined based on experience and actual time required to complete requested activities.

Anticipate \$15 to \$20 per hour.

A regular compensation amount will be determined based on an initial average of 40 hours per month.