

Tuesday, February 5, 2019

General Manager

Company: The House Foundation for the Arts, Inc.

Location: New York, NY

Compensation: Pay is commensurate with experience. Benefit package includes health insurance.

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Organization: Meredith Monk / The House Foundation for the Arts

Website: <http://www.meredithmonk.org>

Country: USA

Location: New York, NY

Date: February 6, 2019

Sector: Performing Arts Nonprofit

Position Level: Manager

Education: Bachelor's

Position Type: Full Time Permanent

Experience: 2-4 years minimum

Founded in 1971, The House Foundation for the Arts, Inc. (The House) is a nonprofit performing arts and culture organization with a mission to promote, disseminate and celebrate the work of the iconic American artist Meredith Monk. For the past 45 years, The House has served as a vehicle to share Monk's work with the world. The House provides development, management, production and administrative services for Monk and Meredith Monk & Vocal Ensemble. The House's core programming includes live performances, film screenings, artist talks, educational programs for young people and workshops for professional artists. The House is committed to building a legacy for Monk and to sharing her prolific body of work with future generations of artists, scholars and the public.

The House seeks a full-time General Manager to join our team of 4 administrative staff to provide administrative and development support and office management. This position will report directly to the Executive Director and will work closely with the Artistic Director, Production Manager, Company Manager, Communication and Education Consultant, Ensemble Members, booking agents and our finance, HR and compliance team. The ideal candidate will have a strong background in arts administration, fundraising, marketing and be well versed in the performing arts. In addition to The House staff, the position works in collaboration with performing arts presenters, artists, designers and technicians.

Responsibilities:

Administration (40%)

Monitor the general email account and manage inquiries and requests (this responsibility is shared with the booking agent and other staff members depending on the type of inquiry)

Interface with and contract artists and technicians

Handle bank account deposits and withdrawals and manage PayPal account

Collect and submit all receipts, bills, invoices and reimbursements to finance team

Assist finance team in recording payroll

Order office supplies

Maintain office equipment, furniture and existing lease agreements

Work with IT consultants to maintain computers, digital storage and phone systems

Manage merchandise inventory

Development (40%)

Write grants in collaboration with ED

Assist in compiling materials for grant applications (data, work samples, media)

Prospect research

Maintain grants calendar

Liaison with funders

Work with ED to prepare annual appeal mailing and manage digital campaign

Design and generate appeal materials

Assist ED with the planning and management of fundraising and cultivation events

Marketing (20%)

Update website and manage social media platforms in accordance with the Communication Consultant

Oversee institutional marketing and communications calendar

Based on program calendar generate annual marketing strategy with ED

Oversee graphic design for development projects

Skills and Qualifications:

Knowledge of Meredith Monk's work

Background in art administration and experience in fundraising, development, marketing, or operations

Customer service minded

Operate with high level of discretion and grace

Outstanding verbal and written communication skills

Ability to handle a high volume of emails and other communications

Extreme attention to detail

Ability to prioritize in a deadline driven environment

Ability to work independently and provide detailed reports on progress as needed

Interested in designing efficient systems to streamline workflow

Comfort in a fast paced work environment

Able to problem solve and negotiate conflicts with diplomacy

Knowledge of HTML or web design a plus

Knowledge of adobe suite a plus

Interest in archival work a plus

Pay is commensurate with experience. Benefit package includes health insurance. Please submit a cover letter and resume with salary requirements by email to info@meredithmonk.org. Please include your name and the position title in the subject name (First Last – General Manager).

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For more information:
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