

Monday, February 27, 2017

## General Manager - Meredith Monk/The House Foundation for the Arts

Company: The House Foundation for the Arts  
Location: New York, NY

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### General Manager - Meredith Monk/The House Foundation for the Arts

Position Type: Full Time Permanent

Experience: 3-5 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 to provide administrative and development support and office management. This position will report directly to the Executive Director and will also work closely with the Projects Director, Production Manager, 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 (50%)

- i?? 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)
- i?? Oversee contracting with presenters, along with the booking agent and ED
- i?? Interface with and contract artists and technicians
- i?? Handle bank account deposits and withdrawals and manage PayPal account
- i?? Collect and submit all receipts, bills, invoices and reimbursements to finance team
- i?? Assist finance team in recording payroll
- i?? Order office supplies
- i?? Maintain office equipment, furniture and existing lease agreements
- i?? Work with IT consultants to maintain computers, digital storage and phone systems
- i?? Manage merchandise inventory

##### Development (20%)

- i?? Assist in compiling materials for grant applications (data, work samples, media)
- i?? Provide copy editing and copywriting for grant applications
- i?? Prospect research

- i?? Maintain grants calendar
- i?? Liaison with funders
- i?? Work with ED to prepare annual appeal mailing and assist with digital campaign
- i?? Assist ED with the planning and management of fundraising and cultivation events

#### Marketing (30%)

- i?? Update website and manage social media platforms in accordance with the Projects Director
- i?? Oversee institutional marketing and communications calendar
- i?? Based on program calendar generate annual marketing strategy with ED

#### Skills and Qualifications:

- i?? Knowledge of Meredith Monk's work
- i?? Background in art administration and experience in fundraising, development and marketing
- i?? Customer service minded
- i?? Operate with high level of discretion and grace
- i?? Outstanding verbal and written communication skills
- i?? Ability to handle a high volume of emails and other communications
- i?? Extreme attention to detail
- i?? Ability to prioritize in a deadline driven environment
- i?? Ability to work independently and provide detailed reports on progress as needed
- i?? Interested in designing efficient systems to streamline workflow
- i?? Comfort in a fast paced work environment
- i?? Able to problem solve and negotiate conflicts with diplomacy
- i?? Knowledge of HTML or web design a plus

Pay is commensurate with experience. Please submit a cover letter and resume by email to [info@meredithmonk.org](mailto:info@meredithmonk.org). Please include your name and the position title in the subject name (First Last – General Manager).

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<http://www.meredithmonk.org/about/house.html>

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For more information:  
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