

Executive Director, Early Music Seattle

Organization

[Early Music Seattle](#) (EMS) is the area's largest presenter of early music and related educational programs, with an annual operating budget of approximately \$500k. Its mainstage events include Seattle Baroque Orchestra and internationally-renowned touring artists at venues around the Puget Sound region including Nordstrom Recital Hall, Seattle First Baptist Church, St. James Cathedral, and Bastyr University Chapel. Its mission is to present outstanding early music, use early music to enrich cultural heritage via education and outreach, and engage new audiences through inclusivity and openness, as we enrich cultural life in the Pacific Northwest.

Formed in 1977 as Early Music Guild, this year EMS celebrates its 45th anniversary. Programs include the Music for the Ages Series, Global Connections Series, and performances by Seattle Baroque Orchestra (SBO), and educational programs serving 2,400 students in Seattle Public Schools annually and more than 100 amateur musicians. Seattle Baroque Orchestra, EMS's resident orchestra, was founded in 1994 by violinist Ingrid Matthews and harpsichordist Byron Schenkman, and quickly established itself as one of the most vibrant of the American early music ensembles. Now under the direction of Alexander Weimann, SBO performs four programs each season. The Orchestra has toured North America, been featured extensively on National Public Radio, and garnered rave reviews for its six recordings, while winning loyal fans in Seattle for the excitement and intimacy of their live performances.

EMS frequently partners with local venues and artists to program innovative and multidisciplinary projects, including the presentation of operas and educational workshops. Artistic partners include Meany Center for the Performing Arts, ACT, Seattle Theatre Group, Spectrum Dance Company, Orquesta Northwest, Grupo Cultural Oaxaqueño, Ensemble Caprice, La Sala, Movimiento Afrolatino Seattle, and Seattle Early Dance. Activities before the pandemic included a fruitful collaboration with Early Music Vancouver, Portland Baroque Orchestra, and Victoria, B.C.'s Early Music Society of the Islands to create large-scale works performed in Seattle, Portland, Victoria, and Vancouver, B.C.

EMS is attempting something revolutionary in the early music field. Since 2014, we have consistently presented and supported music outside of the European art music traditions, covering offerings from Latin America, the Middle East, Far East, and Africa. We do this by bringing touring groups to Seattle that represent these cultural traditions, and more significantly, by funding local Global Majority artists to both participate in our concerts and create their own independent projects. This direct funding, done without imposing a white, Eurocentric agenda helps neglected artforms gain wider recognition and mainstream respect. The artistic reasoning behind this programming approach is to tell a bigger, more complex story of the vibrant cultural interactions that created the world's great music traditions. This approach begins to right historical wrongs as it brings us closer to recognizing the real and whole truth of our shared humanity. Within this plan, the early music of Europe takes its proper place as one of many branches of the deep-seated cultural roots we all share.

EMS is committed to creating a diverse, inclusive, and equitable workplace, and honors all candidates' experiences, perspectives, and unique identities. Having staff, interns, and volunteers with diverse backgrounds, and serving audiences with a wide variety of life experiences, is core to our mission. We acknowledge that opportunities in many arts programs have historically excluded, and continue to disproportionately exclude, Black and Indigenous people, people of color, people from various

socioeconomic backgrounds, people living with physical differences, people with neurocognitive differences, women, Queer people, and LGBT+ people. We strongly encourage individuals with these identities to apply, and are especially interested in candidates who have both lived and working experience in equality, diversity, or social justice through participation in community activism and organizations that support this focus.

Community

EMS endeavors to never lose sight of the land we call home and its history. Seattle is a port city on Puget Sound and part of the Pacific Rim. The land around the city is home to multiple indigenous tribes. Suquamish, Duwamish, Nisqually, Snoqualmie, and Muckleshoot, among others, have called this land home for thousands of years. Washington State is home to twenty-nine federally recognized tribes, and three additional not yet recognized tribes.

The city of Seattle lies north of Mount Rainier and rests between the Olympic and Cascade mountain ranges. Seattle's economy, post colonization, centered on fishing and logging before being eclipsed by the aerospace and technology industry. Today, many companies with national and international reach are major employers in the region. Seattle has a highly educated population and many institutions of higher learning, including the University of Washington, Seattle University, and Seattle Pacific University, among others. The Seattle economy is strong and continues to grow – attracting a young, educated, diverse, and progressive workforce.

Seattle's maritime climate creates abundant opportunities for outdoor recreation on land and water, including skiing, hiking, boating, camping, biking, and other activities. For the sports-minded, six professional teams in soccer, football, baseball, basketball, and hockey, along with several collegiate teams, are readily available. Seattle has a long history of active involvement in the arts. Many genres of music are enthusiastically supported by the local community and are supported by established cultural institutions.

Position Summary

EMS seeks a business-savvy and personable leader to serve as our Executive Director. The successful candidate will be invested in building meaningful relationships with an array of stakeholders while articulating the importance of early music in the cultural life of contemporary society; be persistent in pursuing diversity, equity, and inclusivity with successful outcomes; be a proactive leader who values teamwork and can work independently and collaboratively while providing consistent leadership, recognizes and appreciates colleagues, and celebrates their commitment to EMS and the community it serves; demonstrates transparency and exhibits flexibility to navigate unexpected circumstances with thoughtful, strategic, analytical, and evidenced-based decision making.

The Executive Director is responsible for the overall administration and management of EMS, including business administration, revenue management and growth, expense management, human resources, board relations, and public relations. In close partnership with the EMS Artistic Director and the Music Director for Seattle Baroque Orchestra, the Executive Director will lead EMS in promoting the artistic vision and the strategic direction of all produced and presented programs. Reporting to the board of

directors, the Executive Director will spearhead fundraising initiatives, develop donors, drive grant applications and corporate sponsorships, cultivate community connections, and raise the visibility of EMS regionally and nationally. The Executive Director will guide a comprehensive strategic planning process with stakeholders to grow EMS financially and organizationally. Because EMS highly values cultural diversity, the ED will expand audience access, engagement, and participation, in conjunction with EMS's commitment to equity, diversity, and inclusion (DEI) initiatives.

Competencies

- Leadership and Teamwork – have the ability to influence and inspire others, develop a collaborative culture, establish and build support for goals, as well as create and execute plans to engage their skill, passion, and energy to achieve positive outcomes.
- Interpersonal Skills and Professional Accountability – manage a team, build relationships and trust, empower staff while also valuing accountability and collaboration, have the dexterity to effectively communicate, build rapport through active listening, focus on the needs of others, and accept responsibility for professional actions at every level.
- Audience and Donor Service – have the aptitude to handle difficult or sensitive issues and ensure that audiences, donors, and other stakeholders are heard and valued effectively and tactfully.
- Planning, Organizing, and Flexibility – have the capacity to navigate a consensus-built planning process that allows for flexibility and leads to well-organized implementation plans.
- Time and Priority Management – have the technical skills and initiative to plan and manage multiple projects with complex processes, effectively identify and communicate a logical succession of steps, and assign reasonable and achievable timelines to ensure accurate and timely deliverables.
- Intercultural Fluency - develop the capacity to navigate and embrace the nuances of diverse communities, in order to widen the organization's potential to offer, deliver, and incorporate the entire community's contributions, as well as an understanding and acceptance of the cultural differences, while being a bridge between those differences in a constructive way.

Responsibilities

Business Administration:

- Create an audience-focused culture that ensures our diverse array of patrons, donors, musicians, staff, volunteers, and board members feel connected and appreciated.
- Work with the Artistic Director to develop and facilitate an active planning process to prepare EMS for our next decade of organizational growth.
- Work with the Artistic Director to develop organizational goals and objectives consistent with our mission, vision, and values
- Develop and administer all operational policies, processes, and systems.
- Provide information for evaluation of the organization's activities so we can accurately measure our success and effectively set new goals.
- Ensure compliance with all funding sources and regulatory requirements, including the maintenance of all historical and corporate records.

- Be skilled in using contemporary tools for planning, tracking, communications and presentations.
- Recruit, retain, schedule, and engage all event volunteers and ushers for music programs to ensure all events run smoothly and audiences have the resources and support they need to enjoy their experience to the fullest

Revenue Management:

- Lead all fundraising goals, strategies, and tactics, as well as ensure we maintain the desired ratio of earned to contributed income.
- Create and oversee planned-giving opportunities that honor EMS's legacy and inspire investment in its future.
- Work with marketing staff to drive brand awareness, demand generation, as well as create and promote content in all pertinent channels: web, search, email, and social media.
- Work with ticketing staff to create both demand-based pricing models and targeted discount programs, as well as error-free ticket sales and fulfillment.
- Lead all fundraising goals, strategies, and tactics to secure and manage corporate sponsorships.
- Prepare and submit grant applications and funding proposals as appropriate.
- Develop, recommend, and monitor annual and other budgets.
- Provide for proper fiscal record-keeping and reporting.
- Ensure effective audit trails.
- Submit monthly statements to the board of directors.

Expense Management:

- Be a business leader for the organization, growing it for the future while overseeing daily operations.
- Develop, recommend, and monitor annual and other budgets.
- Provide for proper fiscal record-keeping and reporting.
- Ensure effective audit trails.
- Submit monthly statements to the Board of Directors.
- Approve all expenditures and act as the organization's financial controller.
- Manage coordination and relationship with the Finance Committee.

Human Resources:

- Manage staff, including ultimate hiring and firing authority.
- Administer all board-approved personnel policies.
- Work with paid consultants to set and direct the organization's DEI goals, strategies, and tactics.
- Ensure proper (legal) hiring, disciplinary, and termination procedures.
- Recruit, manage, and evaluate all staff and volunteers.
- Compensation management and business administration.

Board Relations:

- Meet and communicate regularly with board members to ensure all goals are met with respect to strategy, finance, fundraising, and community engagement.
- Assist the President of the Board in planning the agenda and preparing materials for all board meetings.
- Initiate and assist in developing policy recommendations and in setting priorities.

- Facilitate the orientation of new board members.
- Work with the Board of Directors to raise funds from the community.
- Assist the President of the Board with committees as appropriate.
- Manage coordination and relationship with the Advisory Board.
- Assist with the growth and diversification of the Board of Directors.

Public Relations:

- Lead the cultivation of, communication with, and recognition of all tiered donor groups and prospects, and solicit individual major donors in partnership with the board and staff.
- Develop and maintain relationships with foundations, corporations, government funding agencies, and other philanthropic organizations.
- Work with the Artistic Director to establish and nurture meaningful cross-sector collaborations with arts, culture, education, and social impact partners.
- Build relationships with local and national community groups, associations, educational institutions, and other organizations to increase awareness of both our artistic vision and the ongoing evolution of “early music.”
- Ensure appropriate representation of EMS by all staff and volunteers.
- Coordinate representation of EMS to all legislative bodies and other groups.

Qualifications

Qualified applicants should have a bachelor’s degree (graduate degree preferred) or equivalent professional experience in business, arts, or nonprofit administration. Demonstrated success in administrative leadership in the arts, music, or creative industries is required. The successful candidate must have a passion for music and the ability to articulate the importance of music, education, and culture. Leading candidates will also have experience in finance, development, relationship management, and strategic planning. The selected candidate will demonstrate exceptional written and spoken communication skills. Familiarity with Spanish or bilingual/multilingual is a plus.

Compensation and Benefits

This is a full time position. EMS offers a competitive salary in the range of \$80,000 to \$103,000. Benefits package includes medical insurance allowance, three weeks of vacation leave, and paid holiday leave.

Applications and Inquiries

To apply for this position, please submit a cover letter and resume, with a summary of demonstrable accomplishments to jobs@earlymusicseattle.org.