

The Princeton Festival

General Manager

Princeton, New Jersey

September 2011

The Princeton Festival, founded in 2004, presents a performing arts festival in Princeton during the month of June. Performances of opera, musical theater, dance, jazz, chamber music are all of the highest artistic quality. Works are produced by The Festival as well as presented by collaborating organizations. An education program for artists of all ages includes competitions for young pianists. Performances are held in multiple venues in the Princeton area. All performers, musicians and all artistic and production staff are compensated. The Festival is directed by a board of trustees, utilizes a large corps of volunteers, and employs one part-time Administrator /Bookkeeper, a part-time Assistant Manager for Production, and a part-time professional Development Advisor. The Artistic Director serves on a part-time basis, receiving annual compensation.

The Princeton Festival Board of Trustees seeks to employ a General Manager, to report to the Board, and to facilitate and manage the expansion of the company's program consistent with its mission and strategic plan. The General Manager will work in close cooperation with the Artistic Director and the Production Manager in supporting and carrying out the artistic vision of The Festival. The selected candidate will have demonstrated that s/he can provide self-initiated management leadership to advance The Princeton Festival as a sound artistic and business entity, serving the Middle Atlantic Region.

Position Responsibilities:

1. Financial Management — Oversee the development of the annual budget and long-term budget goals in collaboration with the Finance Committee of the Board; ensure accurate and timely tracking and monitoring of income and expenses; develop and implement effective cost controls, provide hands-on comptrollership. Oversee entry of all financial transactions into Quickbooks, the preparation for audit, filing of state and federal reports, and tax records for employees. Work with the Finance Committee of the Board to develop and implement ticket pricing policies.

2. Administrative Management —Manage the virtual office, which includes development , backup, and restoration of databases; development and implementation of operational policies and procedures; development of data systems to ensure efficiency and accountability of functions and activities; maintenance of effective communication with Board members, volunteers, partners and the community. Oversee the ticket service operation which sells on the web, by telephone, and box offices at several venues.

3. Production Management — In collaboration with the Artistic Director and Production Manager, oversee and provide accurate budget estimates, schedules, and implementation of the approved programs; negotiate and issue all contracts for artists, production staff, partner organizations as well as for rehearsal, audition, event and performances venues. Act as business manager for all production transactions.

4. Marketing and Public Relations — Lead the Marketing and Public Relations effort and work with the Marketing Committee of the Board in creating and implementing the annual marketing plan to increase ticket sales and promote the positive image of The Princeton Festival, its Board, artistic programs and activities; manage the compilation and distribution of information on Princeton Festival performances and activities, utilizing traditional and new media marketing strategies.

5. Fundraising — Work in cooperation with the Development Advisor and the Development Committee of the Board in developing and implementing the annual plan for individual and corporate contributions; foster effective donor relations; and maintain the donor database.

6. Community Outreach and Education ---Provide guidance to the Education Committee of the Board on existing programs and on the innovation and implementation of educational events for the general public; identify innovative programs to raise awareness and serve the community. Participate in community outreach activities to increase the visibility and the success of the mission of The Princeton Festival.

Minimum Qualifications:

B.A. degree in arts, arts management, business management, or related field.

3-5 years in a management position of a professional non-profit performing arts organization (demonstrable related experience may be considered).

The following characteristics shall be demonstrable:

- Creative strategic, thinker with proficient organizational skills and a proven ability to manage multiple tasks and responsibilities;
- Ability to work well with non-profit organization board members; with artistic professionals; and with business, political, education, service organization, and community leaders;
- Ability to effectively manage and motivate volunteers to accomplish a variety of administrative and program support tasks.
- Track record of successful fundraising;
- Excellent verbal and written communication skills, demonstrable in the preparation of programmatic and financial reports to the Board and the Artistic Director, correspondence with constituencies, press releases, newsletters, and promotional materials.

Salary: Negotiable, commensurate with experience.

Availability and hours: Hours are flexible but demanding as Festival opening and performances begin

Start date: December 1st, 2011