Position Title: Assistant General Manager, Master Players Concert Series

Department: Music

College/Admin Office: Arts & Sciences

Location: Newark

Contact:
By September 21, 2018
Submit a resume and contact information for three references to Lisa Berry at mkitchen@udel.edu.

CONTEXT OF THE JOB:

After more than a decade in operation, the Master Players Concert Series (MPCS) at the University of Delaware has grown into a flagship concert presenter in the region. During this time, Master Players has worked tirelessly to make the University of Delaware a world-class cultural destination, while also offering programs that benefit students and community members. The MPCS has undertaken an expansion in all areas, with significant financial backing from the senior UD leadership, and has now grown to the point where more dedicated staff support is required to effectively manage and support all of the working parts of the organization. The Master Players Concert Series Assistant General Manager must be an innovative, versatile self-starter who can independently manage a variety of areas within the organization, including development and fundraising opportunities, community programs and financial management.

MAJOR RESPONSIBILITIES:

- Manage Master Players Advisory Council task outcomes and strategic directives, ensuring the implementation of these directives and act as the main conduit of information between the Director and the Advisory Council
- Create and oversee the execution of fundraising events
- Manage the CRM database of donors and other associates of the Series
- Develop and cultivate grant opportunities, including writing grant applications, managing successful grants, and writing final reports
- Processing donor lists for publication in concert programs and managing written communication of gratitude
- Oversee Master Players community programs, including the Master Players @ Christiana
Care concert series and the Little Masters Project

- Work with the Master Players PR team to raise awareness of Master Players’ community programs through press releases and other PR opportunities
- Assist with the financial tracking and management of the Master Players Concert Series and the Master Players Festival & School
- Oversee and manage Master Players graduate assistants, interns and staff assigned to the Assistant General Manager’s areas of responsibility by the General Manager
- Assist with preparation and execution of the Master Players Festival and School
- Other duties as assigned

QUALIFICATIONS:

- Bachelor's degree in music or music management or other related degree required, Master’s preferred, and a minimum of three years of experience
- Requires organizational skills; the ability to coordinate multiple tasks concurrently
- Demonstrated ability to use advanced techniques in spreadsheets and databases
- Knowledge of Photoshop, InDesign and Constant Contact is a plus
- Strong interpersonal skills with the ability to communicate effectively. Ability to foster a cooperative environment and to work in a collegial fashion with peers in other organizations
- Experience working effectively with wide range of constituencies in a diverse community
- Excellent writing skills required
- Knowledge of University policies and procedures preferred