

Job Title: Festival Director

Date: November 4, 2023

The New Hampshire Music Festival is seeking a part-time Festival Director for one year with the possibility of renewal.

Deadline: Open until filled

Location: Plymouth, New Hampshire

Work modality: Hybrid – remote during the planning season, in-person during the festival, possibility of in-person for limited visits during the year. Housing provided during the festival. At present this is a contractor position with flexible hours.

Salary: Commensurate with experience, range of \$25-\$40/hr.

How to apply: Letter of interest, resume, contact information of 3 references.

Send to: info@nhmf.org

About the NHMF: The New Hampshire Music Festival is a 4-week annual summer festival in the Lakes Region of New Hampshire, presenting classical orchestral and chamber music concerts in the month of July. Musicians come from across the country to participate, many from top orchestras in the US. Established in 1952, the NHMF has been managed and led by a team of musicians of the orchestra since 2023. The ideal candidate will work closely with the team of volunteering musicians, the board executive team, community members, and the co-executive directors.

Job Summary: The Festival Director is responsible for negotiating and executing contracts with artistic personnel, helping to plan and execute the details of performance venues, and developing and implementing plans to ensure all marketing, scheduling, and development initiatives are in place to successfully complete a season. Position requires knowledge of front and back of house operations. The duties listed below run the gamut of the project but not all duties are required on a regular basis — the Festival takes place within a 4-week window, but preparation must be done year-round.

Job Duties and Responsibilities:

Serve as part of the senior management team to assist the Executive Directors and all management teams in developing policies and action plans to implement administrative and artistic goals.

Artistic Administration

Work with the Executive Directors, the Artistic Team, and the General Manager to

- Help draft annual and 5-year goals, objectives.
- Work with the Artistic Team to help select and contract conductors and guest artists.
- Negotiate contracts for office, housing, performance venues, equipment, vendors.

Marketing

Work with the Marketing Team to

- Develop strategies for expanding ticket sales.
- Develop pricing strategies and policies for ticket sales.
- Help develop the production of print and online marketing materials
- Assist Marketing Team in media relations.
- Help plan and monitor season subscription and single ticket sale campaigns.

Development

Work with the Development Team and Database Manager to

- Help ensure an accurate database of individual, corporate and foundation contributed income.
- Prepare analyses of contributed income from all sources.
- Prepare analysis of audience makeup and ticket sales.

Budget and Planning

Work with Executive Team to

- Develop an annual budget.
- Develop a master calendar that outlines all campaigns and special events
- Develop and monitor budgets for campaigns and special events.

Required Qualifications:

- Experience in performing arts management
- Knowledge of computer and web-based applications especially patron management software, and shared workspaces such as Google Workspace, Dropbox, and Microsoft 365
- Strong interpersonal, time management, organization, communication, and writing skills

Preferred Qualifications:

- Degree in Music/Arts Management/Music Business
- Experience with non-profit organizations
- Experience with print and online publications