

General Manager – Chamber Music Hawai‘i

Chamber Music Hawai‘i

Founded in 1982, Chamber Music Hawai‘i is the state’s leading presenter of local, professional chamber musicians. CMH presents three resident ensembles in concerts and free educational programs in schools, community centers, libraries, and other venues each year throughout the Hawaiian Islands. Our season consists of monthly concerts between September and May and features the Galliard String Quartet, Spring Wind Quintet, Honolulu Brass Quintet, and our mixed ensemble, Tresemble, along with prominent guest artists and other collaborators. CMH is governed by a 20-member board, has an annual budget of \$250,000 and an endowment of over \$1 million.

General Manager

The General Manager reports to the President of the Board and is the chief operating administrator, charged with managing year-round-operations of Chamber Music Hawai‘i in close collaboration with the Board of Directors and ensemble musicians. The General Manager oversees all independent contractors and consultants, including a bookkeeper, education coordinator, ticketing/box office manager, marketing and media relations consultant, and grant writer.

Primary Responsibilities

- Serves with the President of the Board as the public representative for the organization.
- Works with the Board treasurer and bookkeeper to prepare monthly reports and annual budget and assure accuracy of CMH’s financial reports.
- With guidance from the Executive Committee, executes contractual negotiations and other financial matters.
- Engages with Board leadership and full board on long-range planning and recruitment of new board members.
- Participates and provides administrative input in the artistic planning and programming process in collaboration with the CMH musicians and Artistic Committee.
- Oversees contracts, transportation and accommodation arrangements for visiting guest artists.
- Oversees and arranges production details for performances, confirms venue dates and fees, communicates technical needs to venues, arranges concert recordings, and executes stage set-ups and changes.
- Implements marketing and public relations plans in collaboration with Marketing Committee and consultants.
- Creates and initiates development and fundraising plans in collaboration with Development Committee.
- Seeks out partnerships with other organizations to co-promote events, reach new audiences, and share promotion expenses.

Minimum Requirements

- Experience in arts administration, concert production, marketing, and development strategies.
- Proven interpersonal skills working with artists, colleagues, and members of the classical music industry.
- Knowledge of chamber music and/or symphonic repertoire preferred.
- Significant experience developing and managing budgets, spreadsheets, and calendars.
- Strong communication, time management skills, ability to work independently and multitask and meet deadlines.
- Proficient with computer technology and software: Microsoft Office, QuickBooks, G-Suite, Adobe InDesign, etc.
- Personal Computer to handle the above tasks.
- Valid driver’s license.

This is a part-time position up to 30 hours per week. Applicants must be located on O‘ahu, Hawai‘i or willing to relocate. Salary commensurate with experience starting at \$30,000 per annum.

To apply:

- Please send a resume, cover letter, and three professional references to jobs@chambermusicahawaii.org. Deadline is September 7, 2022.