

San Francisco Contemporary Music Players
Director of Operations and Marketing

Full time position. Works closely with Executive Director, musicians, Board. Reports to Executive Director. Salary range: \$43,000 - \$50,000 DOE, plus benefits. Start in September, 2010.

1. Responsible for financial and logistical management of concert production.
2. Responsible for marketing and publicity for concert series.
3. Assist with grant applications and other fundraising projects.
4. Help manage day to day office operations.
5. Participate in renewing and achieving organization's strategic goals.

Required: Minimum 2 years experience in arts administration or related field. Proficiency with Microsoft Office Suite (esp. Word and Excel), excellent communication and organizational skills, ability to manage time and meet deadlines.

Desirable skills: Proficiency with Adobe InDesign and Photoshop. The ideal candidate will be musically literate and knowledgeable about new music. Candidates who can contribute to the design of future artistic projects and marketing strategies will be especially valued.

The San Francisco Contemporary Music Players is a leading American ensemble dedicated to new music, entering its 40th season. The ensemble commissions new works, presents a concert subscription series, offers preview performances in high schools and for adults, makes recordings, and broadcasts concert highlights on local public radio. The group's repertoire focuses on music written during the last ten years for instrumental ensembles of up to ten players. A ten-time winner of the ASCAP/Chamber Music America Award for Adventurous Programming of Contemporary Chamber Music, the ensemble has won this award more often than any other group. The organization operates with an annual budget of \$350,000. www.sfcmp.org

Send cover letter and resume to Carrie Blanding, Executive Director at info@sfcmp.org.
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