

JOB DESCRIPTION: Managing Director, South Florida Pride Wind Ensemble, Inc.

www.pridewindensemble.org

The Managing Director will oversee the South Florida Pride Wind Ensemble's day-to-day business functions, including, but not limited to administration, marketing, development, and public relations. The Managing Director will provide the highest quality of service and strive to attain established programmatic goals and priorities through team building and effective management. The Managing Director will report to the Board President and will work closely with the Artistic Director and other artistic and administrative staff to provide high quality programs for the community. Duties will include:

- **Working directly with the Board of Directors:** including attending and reporting progress at monthly Board meetings, meeting with President and Treasurer whenever necessary, coordinating projects, and recommending policies and changes whenever necessary.
- **Coordination of the Youth Pride Band program:** oversee all administrative functions of the Youth Pride Band program including promotion, registration, communication, and on-site management for rehearsals and performances.
- **Fundraising:** including the organization of all fundraising activities, preparing acknowledgement letters for all contributors with the Treasurer, actively requesting contributions along with the Board members, seeking new contributors, preparing contributor request packages and rewarding and recognizing donors.
- **Marketing:** Internal marketing will include weekly member emails/texts/Facebook posts and events. External marketing will include social media engagement on the South Florida Pride Wind Ensemble's Facebook pages and Twitter and Instagram accounts as well as regular contact with the band's supporter email list. Will oversee the development of ads (TV, radio and print), image building, design of marketing tools, co-op efforts with area arts organizations for joint marketing, internet site development and updates with the Webmaster, drafting press releases, implementation of ideas to improve sales, and maintenance of the season calendar.
- **Cooperative efforts:** working with tourism commissions, both local and regional, for benefit of the organization, and working with other arts and LGBT organizations in efforts of advertising, group sales, special productions educational outreach, and community benefit.
- **Community engagement:** represent the South Florida Pride Wind Ensemble at community events/meetings, including those associated with grant awards, Pride organizations, and local/regional arts collaborators.
- **Additional duties, as assigned**

This is a part time, work from home position (approximately 20 hours per week) and will receive a monthly base stipend of \$1,000-\$1,200 (based upon experience) plus a commission package of 10% of all new program advertising, private donations (outside of scholarships), and corporate sponsorships generated by the Managing Director (as approved by the board). Commission will be paid monthly.

Interested candidates should email their contact information and resume to president@pridewindensemble.org.