

# Indianapolis Early Music Seeks Managing Director

Festival Music Society (DBA Indianapolis Early Music) is seeking a highly organized and passionate Managing Director to join our team in early 2023. The Managing Director reports to the Executive Committee of the Board of Directors, and is responsible for the administration of key aspects of the organization, primarily surrounding our summer festival. To facilitate on-boarding, the MD will work alongside the Managing Director Emerita during their first festival cycle. Established in 1966, IEM is America's oldest continuous presenter of Early Music; each year we present artists from across North America and Europe in a unique way that brings audiences and performers together. More information can be found at [www.iemusic.org](http://www.iemusic.org).

Key Responsibilities of the position include:

- Managing concert/event logistics, including venue coordination and performer hospitality
- Overseeing the implementation of marketing and communications strategies to promote the organization and its events, including utilizing our website, newsletter, and social media
- Supervising the design and production of print materials (programs, mailings, etc.)
- Attending meetings of the Board and select committees as an *ex officio* member; managing the volunteer responsibilities of board members
- Performing other duties as assigned

An ideal candidate will have the following qualifications:

- Bachelor's degree in Arts Administration, Nonprofit Management, or a related field
- 2-3 years of experience in arts administration, event planning, or a related field
- Knowledge of marketing and communications strategies
- Strong organizational and project management skills
- Passion for the arts and community engagement
- Excellent communication and interpersonal skills

This position is part-time, averaging 20 hrs/week over the course of the year (with work concentrating in the festival season, roughly April-July) and will require some evening and weekend work. The salary for the position is \$30,000/year.

Please submit a cover letter and resume by February 20th to Managing Director Emerita Gail McDermott-Bowler at [indianapolisem@gmail.com](mailto:indianapolisem@gmail.com). You may direct any inquiries to Ms. McDermott-Bowler as well.