



info@matineemusicale.org
218-393-3869

1346 W Arrowhead Rd
#305
Duluth, MN 55811

Matinee Musicale Seeks its First Executive Director

ABOUT THE ORGANIZATION

Since its founding in 1902, Matinee Musicale has brought world-class musicians to the Duluth-Superior community and supported the next generation of musicians through educational and sponsorship opportunities. Our legacy includes hosting legends such as Pablo Casals, Percy Grainger, and Paul Robeson; contemporary stars like Emanuel Ax, Joshua Bell, and Dawn Upshaw; and fresh faces such as Xavier Foley, Geneva Lewis, and the Harlem Quartet.

Matinee Musicale produces 4-6 live, in-person chamber music concerts each year and has begun developing a library of exclusive virtual performances as well. Our members and subscribers value the opportunity to see and hear intimate performances curated by our guest soloists and chamber artists. Matinee Musicale concerts are magical experiences that bring world-class chamber musicians in close touch with a community that regularly shows its deep love and support for classical music.

Matinee Musicale is also dedicated to supporting music education in the Duluth-Superior area through its partnerships with the University of Minnesota-Duluth, the College of St. Scholastica, and the University of Wisconsin Superior, and area high schools. Matinee Musicale provides scholarships that fund an annual College Award student recital, as well as master classes and other one-on-one sessions between students and our guest artists.

ABOUT THE POSITION

The Executive Director (ED) of Matinee Musicale will be responsible for the day-to-day operations of the organization. The successful candidate will work closely with the Board of Directors to shape the future of the organization through values, leadership, and strategy. This position is new and will require a driven, self-motivated, out-going, creative individual who can help to establish a new operational management structure and new initiatives to help the organization grow.

This role is a part-time staff position, averaging 15 hours per week that is largely remote. We expect the Executive Director to be actively involved in concert presentation, event management, and artist relations. We also expect the Executive Director to be committed to the growth of the arts and culture community in the Duluth-Superior area and to be physically present at all Matinee Musicale concerts, events, and some meetings.

JOB RESPONSIBILITIES

- Artistic planning, coordination, contract negotiation, and performance logistics
- Concert operations including coordination with venue and post-concert reception setup
- Marketing and publicity planning and execution through coordination with contractors
- Customer service, ticketing system, and performance ticket sales
- Financial budgeting, accounting, and reporting
- Grant applications and coordination with contract grant writer and grantors
- Fundraising and securing concert sponsorships
- Administrative operations including managing mail, supplies, and digital systems



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SKILLS & EXPERIENCE

- Background in arts administration or event planning and production
- Fundraising background and experience
- Non-profit and/or volunteer coordination experience
- Experience with budgets or finance
- Knowledge and involvement with the Duluth-Superior community
- Excellent written and verbal communication skills
- Interest in classical music and willingness to commit to the growth of the organization

COMPENSATION & OTHER DETAILS

- Variable schedule, 8-24 hours per week, expected to work days and night of performances and events
- Total annual wages: \$25,000 - \$30,000, depending on experience, paid monthly
- Stipend for use of home office and reimbursement for approved mileage
- Position to begin between Spring - Summer 2023

TO APPLY

- Please email a current résumé accompanied by a cover letter expressing your interest in the position to info@matineemusical.org
- Applications will be accepted through March 10, 2023

Matinee Musicale is a registered 501(c)(3) organization. For more information, visit the website at <https://matineemusical.org>. Matinee Musicale encourages applicants from diverse backgrounds.