



Position Opening:

**GENERAL MANAGER / DIRECTOR OF ARTISTIC OPERATIONS & TOURING
(TITLE NEGOTIABLE)**

Organization

Apollo's Fire, the Cleveland Baroque Orchestra, has been hailed as "one of America's leading baroque orchestras," (Boston Globe). Now in its 18th season, the ensemble performs a series of 5-6 subscription programs with multiple performances of each program in venues throughout Northeast Ohio, as well as summer countryside concerts in rustic venues. Performing on period instruments under the leadership of Music Director Jeannette Sorrell, the ensemble has been praised for its "personality and temperament" (NY Times) and has toured throughout North America. AF has released 13 commercial CD recordings and has had numerous national broadcasts on NPR, Canada's CBC, Britain's BBC, and the European Broadcasting Union. Plans are currently underway for international touring and international broadcasts. AF maintains a suite of offices at the historic Rockefeller Building in Cleveland Heights. The organization has a Board of 21 and an administration of three full-time and five part-time staff members.

Job Description

The General Manager/Director of Artistic Operations & Touring reports to the Managing Director, and also works closely with the Music Director. He/she will be responsible for most or all of the following, depending on experience: 1) the smooth execution of all Apollo's Fire general office operations, as well as artistic operations, including local subscription concerts, education concerts, run-outs and touring programs, special events and recordings; 2) serving as the booking representative for Apollo's Fire, selling tour programs. Primary responsibilities include, but are not limited to:

(a) Booking and contracting venues, musicians and guest artists under the direction of the Music Director; negotiating fees; preparing institutional budgets, monthly financial reports, project reports and other financial reports for development and other purposes; monitoring all expenses; preparing musicians' payroll; analyzing potential touring expenses and preparing fee quotes; preparing and editing publications, including publicity material and concert program-books, both for subscription concerts and on tour; coordinating radio recording and broadcasts for local, national and international markets; and assisting with contract negotiations in collaboration with the Musicians' Representative and the Music Director.

(b) Ensuring the arrangement of travel, accommodations and ground transportation for musicians and guest artists; the preparation of per diem allowances; the coordination of production logistics with each venue (locally and on tour); the monitoring of rehearsals and all musician logistics. Tour travel may sometimes be required.

c) Booking paid tour engagements and run-outs; devising selling strategies and goals; contacting potential buyers; negotiating fees

d) Managing general office operations and policies, including licenses, insurance policies, rental contracts, etc.

Salary

\$32K to \$48K commensurate with experience and final scope of responsibility. This is a full-time position with health-care benefits and optional 403(b) plan.

Qualifications

- An orchestral background in performance or production; four to six years experience in similar work; experience in booking ensembles for tours strongly preferred;
- Excellent interpersonal skills, both orally and in writing;
- Proven facility with budgeting/fiscal management using Excel spreadsheets with complex variables and Quick Books;
- A high level of professionalism, accuracy and attention to detail;
- A passion for the arts and dedication to high artistic standards
- A car and valid driver's license are required.

To apply

Please send resumé, cover letter, salary history and current references to:

Search Committee
Email klinfante@apollosfire.org
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