

**Job Posting  
for  
Early Music Now  
Executive and Artistic Director**

Early Music Now, widely regarded as one of the most creative and successful presenters of early music in the United States, seeks an experienced candidate to lead the organization as its new Executive and Artistic Director.

The Executive and Artistic Director must be equally committed to maintaining the artistic excellence EMN is known for and to developing the resources essential to EMN's ability to carry out its mission ever more effectively. The Executive and Artistic Director's key responsibilities and duties include:

- Development of each season's concert series including selection of the artists and programs to be presented
- Implementation of the season always with an eye to maximizing the quality of the concert experience
- Fundraising
- Fiscally sound management of the organization in accordance with legal and ethical requirements and best practices
- Serving as EMN's face to the local (southeast Wisconsin) community as well as to the national and international early music community
- Protection of EMN's assets and public image

More specifically, the Executive and Artistic Director has responsibility for the following:

Artistic

- Maintaining current knowledge of solo artists and ensembles that fit EMN's mission
- Developing national and international connections with artists and artist managements to facilitate mutual awareness of programming priorities and opportunities
- Maintaining communications with other exclusive or occasional presenters of early music for leads and opinions about artists to be considered and also to facilitate booking economies and shared marketing opportunities
- Maintaining awareness of arts-related and other community activities and events that offer cross-marketing or collaborative opportunities
- Soliciting and assembling prospective artist materials for Board review and approval
- Arranging for educational and outreach programming that introduces the uninitiated to early music and/or enriches the concert experience

## Development

- Serving as EMN's primary fundraiser
- Cultivating individual, government, foundation, and corporate donors and other strategic partnerships
- Preparing grant proposals and grant reports and maintenance of strong relationships with funders
- Acting as spokesperson for EMN

## Administrative

- Planning for the logistics associated with each concert including but not necessarily limited to travel and lodging for the artists, instrument rental, and ushers
- Working with appropriate ancillary personnel to design and produce season brochures and concert programs
- Developing and implementing strategies for promoting ticket sales
- Financial management, including development and oversight of the annual operating budget in collaboration with the Board
- Negotiating appropriate contracts with artists and venues
- Managing and supervising staff and independent contractors and cultivating a collaborative and friendly working environment.
- Board development and support

## **Experience and Qualifications Sought**

The ideal candidate for this position will have a history of previous employment in a nonprofit arts organization with significant experience in presenting concerts and in fundraising. In addition, he or she will be knowledgeable about music performance including early music, will understand EMN's brand and place in the local community as well as in the international early music community, and will be deeply committed to upholding and further developing EMN's strengths. Demonstrated success in grant writing and in raising funds from individual donors is essential. Experience in marketing and audience development is desired.

Other qualifications:

- Self-motivated and energetic
- Well organized, excellent time management skills, and pays attention to details
- Strategic, creative, and innovative thinker
- Leadership and decision-making skills
- Excellent communicator orally and in writing
- Financially responsible and impeccable ethics
- Ability to foster teamwork and work cooperatively with the public, EMN volunteers, and visiting artists and their managements

- Ability to thrive in high pressure situations, good problem solver, unflappable, good sense of humor
- Ability to work long hours especially on concert weekends, occasional evenings (e.g., for Board and committee meetings), and some travel to early music festivals and conventions
- Strong computer skills
- Driver's license

## **Compensation**

Early Music Now has an annual operating budget of \$275,000--\$325,000. The compensation for the salaried Executive and Artistic Director will be competitive. As required by law, EMN contributes to workers' compensation, unemployment insurance, social security, and Medicare for the employee. EMN currently does not provide medical, life, or disability insurance or a retirement plan.

## **To apply:**

Please prepare a cover letter, a resume with salary history, and a one page statement as to why you feel you would be a good fit as Early Music Now's Executive and Artistic Director. (Please use 12-point font and one-inch margins on your one page statement.)

Please combine your letter, resume, and statement into one PDF and email the PDF as one attachment to [earlymusicnowjobs@wi.rr.com](mailto:earlymusicnowjobs@wi.rr.com). No phone calls please.

Applications are now being accepted with interviews to begin in January. The planned start date for the new Executive and Artistic Director will be in early 2017.

## **About Early Music Now**

Early Music Now is dedicated to the creation of lively connections with the past through historically informed presentations of music composed before 1800. In recent seasons EMN has also explored music from non-Western cultures, as well as including both very early and more recent music chosen to create a rich historical context.

EMN is widely regarded as one of the most creative and successful presenters of early music in the United States, enabling it to attract the very finest early music ensembles from around the world. In addition to presenting both established and emerging artists from the North American continent, EMN season programming has included performer/educators from Argentina, China, Cuba, England, Estonia, France, Germany, India, Japan, Scandinavia, and Spain.

Early Music America, the national service organization for ensembles and presenters throughout North America, has called EMN a “major presenter” and one of the most “prestigious concert series” in the U.S. In short, EMN focuses considerable positive national and international attention on Milwaukee as a sophisticated cultural center.

Founded in November 1986 by Thallis Hoyt Drake and several enthusiastic community members, EMN is the only concert series in Wisconsin that focuses exclusively on historically informed performances of Medieval, Renaissance, and early Baroque Music. EMN continues its unique contribution to the cultural diversity of the region with concerts of the highest caliber, plus collaborations with educational institutions, arts organizations, and regional presenters. The charm, variety, and consistent excellence of its concerts and outreach programs add a colorful, inviting, culturally informative, and affordable alternative to Milwaukee’s mainstream cultural offerings.

EMN operates with a staff of two, the Executive and Artistic Director and an Operations Director. A new Executive and Artistic Director is being sought as the result of the retirement of Charles Q. Sullivan who has so ably served the organization since 2001.

EMN’s Board of Directors is actively involved with the organization. The Board formulates policy, provides financial and legal oversight, assists with fundraising and audience development, and provides hands on assistance at concerts. The current Board includes people from business, music performance and education, university faculty, nonprofit administration, accountancy, and law.

**For more information about Early Music Now, please see**  
[www.earlymusicnow.org](http://www.earlymusicnow.org)