



music
in the
vineyards
30th anniversary

P.O. Box 6297
Napa, CA 94581
T: 707.258.5559
F: 707.258.5566
www.musicinthevineyards.org

MITV – Executive Director

Music in the Vineyards (MITV) seeks an accomplished and innovative Executive Director to lead all business functions of the organization, to build strong relationships throughout the community and to help the organization grow and increase its impact.

Music in the Vineyards is a world-renowned chamber music festival held each August in stunning winery settings in the Napa Valley. The festival showcases distinguished musicians and emerging young talent during its four-week season. With complimentary wine tastings at each intermission and breathtaking views of the Napa Valley, this unique combination of wine country ambiance and great musicianship allows audiences to experience chamber music in the small intimate settings for which it was intended.

<https://www.musicinthevineyards.org/>

Summary

The primary objective of the Executive Director is to lead the organization and promote a successful summer festival as well as supporting events throughout the year. The Executive Director, working in collaboration with the Artistic Director(s), will foster a robust culture of music appreciation and enhance the organization's reputation throughout the community. Reporting to the Board of Directors, the Executive Director is responsible for leading all business activities and representing MITV to external constituencies. Job functions include:

- Rapidly acclimate to the organization and learn its history, traditions, values, and programs
- Coordinate, supervise and/or perform all operational aspects of MITV including planning and execution of the August festival and other performance events; of MITV's development strategies including fundraising, donor cultivation, stewardship and development events; and of internal and external communication, marketing, education, community outreach and board relations.
- Bring creativity and an innovative mindset to help MITV expand its programs and its impact
- Supervise a small staff, outside service providers, and event volunteers
- Coordinate with and support various working committees of the Board including, in conjunction with Chairs, coordinating committee meetings, agendas and minutes and executing committee actions and decisions. Also support the Board in other key initiatives such as Strategic Planning and major fundraising events such as a Gala.
- Represent MITV and communicate MITV's value to external constituencies.

Major Responsibilities

Production:

- Collaborate with Artistic Directors in planning each season.
- Identify and secure annual performance venues (local wineries and other event spaces), oversee venue relations, secure necessary event permits
- Negotiate and manage contracts with musicians
- Locate, secure and assign festival housing for musicians
- Collaborate with Stage Manager and Artistic Directors to coordinate all operations related to rehearsals, performances, piano and equipment
- Oversee and coordinate activities related to photography, recording and/or video production of performances

Fundraising and Development:

- Work with the Board to develop fundraising strategies and events, and maintain donor base
- Work with Board members on donor/sponsor cultivation, correspondence and solicitation
- Write grant applications and seek out new grant opportunities
- Oversee and coordinate all staff and sales activities onsite at every event

Marketing:

- Oversee MITV's PR functions including its PR consultant, and press releases
- Manage timely design and production of all print material including brochures and programs
- Oversee website as an effective marketing, communication, and development resource
- Oversee social media site(s) and posts
- Design and implement marketing strategies with PR Manager
- Develop and secure joint marketing programs with area hotels, wineries and other businesses
- Create and execute strategies to grow and deepen connection to MITV's audience

Administration and Finance:

- Hire and manage staff; coordinate volunteers
- Manage MITV's finances, including preparation of budgets and preparation of financial documents and reports in collaboration with the Board Treasurer
- Provide timely reports to Board on status of key financial activities including tax returns
- Oversee box office and ticket sales
- Oversee and maintain key databases—Development, Marketing, Financial
- Oversee financial records for all corporate accounts
- Maintain bank accounts and credit card arrangements for MITV
- Oversee MITV's liquidity needs and work with Treasurer to optimize MITV's cash management
- Ensure that appropriate insurance is in place, that regular audits are completed (if applicable) and that all regulatory compliance requirements are met

Education and Community Outreach:

- Work with Artistic Directors to plan for annual Fellowship String Quartet Program, including:
 - Recruitment strategies, PR, audition and application processes.
 - Coordinating rehearsal venues and living accommodations plus recruitment of a seasonal Fellowship Quartet Chaperone/Driver
 - Developing terms for contract for quartet participation in festival
 - Oversee Liaison with Community outreach venues including retirement homes, Boys' and Girls' Clubs and other community performance opportunities
 - Coordination of full schedule of masterclasses, rehearsals and performances

Board Relations:

- Coordinate all Board meetings and communications, and work with the President to set agendas
- Present Executive Director Report at the Board meetings
- Prepare, reconcile, and present financial reports at all board meetings working with the Treasurer
- Work with Board President and Nominating Committee in Board development, leadership succession, bylaws revision, etc. as well as supporting Board President and Vice President with strategic planning in collaboration with the Artistic Directors

Experience

The ideal candidate will have the following experience:

- A BA/BS degree from an accredited college or university
- A minimum of five years of management or administration experience and demonstrated success in a performing arts or comparable institution, including experience managing full and part-time employees, in a hybrid work environment (on-site and remote). (*The position requires the Executive Director to be present in Napa, year round.*)
- Interest in and basic knowledge of classical music and understanding of performance requirements for musicians
- Experience in using social media in institutional marketing
- Ability to develop, monitor, and adhere to budgets and events and activities schedules including “Hands on” working capabilities with Excel and other management software

Personal Qualities

The ideal candidate will embody the following personal qualities:

- A strong, well-organized, confident administrator
- An innovative leader who can think creatively, bring new ideas and embrace change
- An articulate and effective writer and speaker
- An open, poised, mature professional who is flexible and pro-active
- An energetic, detail-oriented self-starter
- An individual who is purposeful, possesses integrity, and is committed to MITV’s mission

The Executive Director will have a compensation and health care benefits package that includes a salary range of \$110K-140K, commensurate with experience and credentials as well as a highly flexible schedule.

We are committed to building a diverse and inclusive workplace. We welcome applications from candidates of all ages, races, ethnicities, genders, sexual orientations, religions, abilities, and backgrounds.

Start Date: No later than July 1, 2024

Applicants should send a current resume and letter of interest by Friday, March 1, 2024 to:

Krystal Rothwell
Office Manager, Music in the Vineyards
krystal@musicinthevineyards.org