

## **Position Opportunity**

### **Executive Director Chamber Music San Francisco San Francisco, California**

Chamber Music San Francisco welcomes nominations and applications for the position of Executive Director, available in the late Spring of 2024. Founder Daniel Levenstein, who has led CMSF with distinction for two decades, has announced that he will step down at the conclusion of the Spring 2024 Season.

#### **Chamber Music San Francisco <https://chambermusicsf.org/>**

Formed in 2003, Chamber Music San Francisco (CMSF) is one of the premier presenters of classical music in the greater San Francisco Bay Area. CMSF brings the highest-quality solo artists and ensembles from the United States and internationally to audiences in three Bay Area cities: San Francisco, Walnut Creek, and Palo Alto.

Between February and May each year, CMSF offers ten concerts at the newly refurbished Herbst Theatre in San Francisco. Five of these concerts are also presented in Palo Alto at the Schultz Cultural Arts Hall and in Walnut Creek at the Leshner Center for the Arts. The 2024 season opens with the San Francisco debut of pianist Zlota Chochieva. Concerts include the United States debut of the Boccherini String Trio as well as the San Francisco recital debut of violinist Daniel Hope.

Beyond the presentation of superb concerts, CMSF seeks to build new audiences for chamber music. CMSF firmly believes in the ability of chamber music to provide the most direct and accessible communication from composer to listener. Artists are chosen not only for their musicianship but also for their ability to connect with audiences. Past seasons have featured performances by Emanuel Ax, Midori, and Pinchas Zukerman. CMSF concerts become a personal conversation between the listener, performer, and composer and a testament to the value and power of live performances.

Chamber Music San Francisco is governed by a nine-member Board of Directors and has an annual operating budget of about \$500,000 that is funded through ticket sales and philanthropy.

#### **The Opportunity**

The next Executive Director of Chamber Music San Francisco will take the helm of an organization that has been developing loyal audiences for chamber music for two decades in a community that has become one of the most exciting and innovative centers for arts and culture in the country. The Executive Director will have the opportunity to build on a solid reputation for excellence among musicians and audiences alike, to expand the reach of CMSF in the community, and to develop a vision that will ensure the continued artistic and organizational success of CMSF for years to come.

#### **The Position**

The Executive Director (ED) is the chief artistic and administrative officer of Chamber Music San Francisco. The ED provides leadership and vision to ensure that CMSF fulfills its mission and achieves its goals for artistic, organizational, and financial success by bringing chamber music concerts of the highest quality to audiences throughout the San Francisco Bay Area.

The Executive Director sets the artistic vision and the annual season program for CMSF. The ED identifies and books artists; curates the artistic content of each season; and is responsible for all aspects of artistic administration and concert production, including booking of venues. The ED maintains an active network in the chamber music field to keep informed about up-and-coming artists and ensembles. The ED designs programs that attract audiences and philanthropic support for CMSF and offer unique artistic experiences for participating artists and audiences alike. The ED serves as host and master of ceremonies for CMSF concerts and events.

The Executive Director is responsible and accountable for the business operations of CMSF, including: budgeting and financial management; fundraising; marketing and audience development; public relations; and community engagement. The ED ensures that CMSF operates within the budget approved by the Board and achieves its goals for ticket sales, earned income, and contributed income from all sources.

The Executive Director reports to the Board of Directors and serves as an ex-officio member of the Board. The ED provides impetus and support to the fundraising efforts of the Board and ensures that the Board has timely and accurate information to assist in decision-making.

The Executive Director is an active and visible representative of CMSF and builds relationships for CMSF throughout the community. The ED works to expand the audience for CMSF and seeks opportunities to collaborate with other arts organizations and presenters in the Bay Area, the state of California, and across the country.

### **Candidate Profile**

The successful candidate will be a seasoned professional with significant experience as both an artistic and administrative leader of a performing arts presenting organization that focuses on chamber music. The candidate will be thoroughly knowledgeable about the solo artists and ensembles active in the chamber music field today, both established artists and rising stars, and have a highly-developed network that includes artists, agents, presenters, publicists, and those who support chamber music.

The candidate will have a strong working knowledge of chamber music repertoire of all periods. Experience as a chamber musician, while not required, will be considered an asset. The candidate will be a skilled artistic administrator with experience negotiating agreements with artists, agents, venues, music licensing organizations, etc.

The successful candidate will have strong administrative skills and the ability to handle the day-to-day management responsibilities of a small independent arts organization. The candidate will be experienced with budgeting and not-for-profit accounting. The candidate will have strong computer skills and be proficient with spreadsheet and other office software programs.

The successful candidate will be willing to devote substantial time and attention to fundraising and audience development. The candidate will have experience designing and executing both development and marketing campaigns. The candidate will be knowledgeable about print and electronic media campaigns, website design, and the use of social media to promote concerts and drive ticket sales. The candidate will have excellent oral and written communication skills.

The successful candidate will be a relationship builder with the demonstrated ability to work successfully with diverse stakeholders, including Board members, donors, audience members, and community leaders. The candidate will be creative, entrepreneurial, flexible, and adaptable.

The Executive Director must be able to travel to performance venues throughout the Bay Area and to transport artists as necessary. A driver's license and access to a car are essential. The ED must be in residence full-time in the Bay Area during the CMSF season and as needed throughout the year to develop local support and build relationships with patrons, potential partners, and community leaders.

### **Compensation**

The salary range for this position is \$125,000 to \$140,000 per year, depending on qualifications and experience. A benefits package includes access to health insurance and a 401(K) plan.

### **Applications**

Chamber Music San Francisco is committed to equity, diversity, and inclusion in all facets of the organization and welcomes applications from all qualified candidates regardless of race, gender expression, sexual orientation, age, disability, religion, ethnicity, or national origin.

Please submit a cover letter that describes your specific interest in Chamber Music San Francisco and your qualifications for the position. Send with a resume and salary expectations. Please also include the names of several professional references. All applications will be treated as confidential and references will not be contacted without the applicant's agreement. Electronic submissions are requested.

The position will remain open until filled; the Search Committee will begin to review credentials in January, 2024.

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*(MS Word or Adobe Acrobat attachments only, please.)*