



General Manager Pacific Baroque Orchestra

About the Job:

As the General Manager for the Pacific Baroque Orchestra, you will be responsible for the overall success of the organization by overseeing all administration, marketing, development and production in partnership with the PBO Board of Directors and its committees. This role offers an opportunity to become part of a world-class early music ensemble and add value to an already exceptional group.

Responsibilities:

Administration

- Development and management of organizational operating budget and financials in partnership with the Board and Artistic Director, including PBO bookkeeping, payroll and banking details
- Administration of all Board meetings, AGM's and Society records including Board meeting attendance and necessary Committee meetings

Marketing

- Development of PBO season marketing plan including concert and season imaging, promotional materials and other materials as required
- Management and distribution of promotional requirements including print and online advertising for internal and external use

Development

- Creation of fundraising plan for PBO concert season and annual budgets, including donor campaigns, corporate sponsorships and all fundraising events
- Research, development and management of all grants

Production

- Administration and management of Artistic Director, concert planning, tour coordination, musician contracts and rehearsal organization, including but not limited to the following:
 - Transportation
 - Venues
 - Technical requirements
 - Scheduling
 - Volunteer and staffing requirements
 - Box office management
 - Merchandising

Qualifications:

- Bachelor's Degree, or equivalent experience in music, arts administration or related field
- Proven effective and efficient written and oral communications skills
- Superior organizational skills with attention to detail and ability to schedule priorities to maximize efficiency and institutional goals
- Ability to work under pressure and across functions
- Familiarity with nonprofit sector, orchestra industry practices, traditions and a working knowledge of musicians' union
- Substantial computer literacy, including all elements of the Microsoft Office Suite

How to Apply:

Please send your résumé and cover letter by email to: admin@pacificbaroque.com; by fax to: 604-215-0424; or by mail to: Pacific Baroque Orchestra, P.O. Box 3215, Vancouver, BC V6B 3X8. Attn: President, PBO Board of Directors.

Remuneration:

Salary to be discussed.

About Pacific Baroque Orchestra:

One of North America's most exciting and innovative period-instrument ensembles, Vancouver's Pacific Baroque Orchestra has consistently held to its mandate of presenting music of the past in lively and imaginative performances. True to its name, the orchestra plays the music of the baroque period (17th and 18th centuries) on period instruments in an informed historical style. Now in its 19th season, the PBO is at the beginning of a new era with world-renowned keyboardist Alexander Weimann as new artistic director.

www.pacificbaroque.com