

1/20/2010



Position Vacancy: Marketing & Community Relations Manager (full-time)

Present Music is looking for a tenacious, detail-oriented, and hard-working Marketing & Community Relations Manager to grow the organization's audience.

presentmusic

Internationally acclaimed, Present Music is Milwaukee's independent, post-classical music ensemble that has created and performed more than 50 world premiere commissions by many of the most important composers living today. PM is also known for building one of the largest audiences for new music in the country and has won ASCAP/Chamber Music America's Adventurous Programming Award an unprecedented five times in the past dozen years. PM's commitment to musical adventure is fulfilled through a six concert season and community outreach activities that take place in a variety of venues, with consistent and imaginative collaborations with a wide range of community partners.

Position Description/Responsibilities

Reports to: Board Audience Development Committee / Managing Director

I. Marketing Responsibilities

- Creates and implements an annual marketing plan that (a) sets forth actions to achieve subscription and single ticket sales goals, (b) identifies and executes cost effective methods to raise PM's public profile, and (c) promotes awareness of PM locally, regionally and nationally.
- Maintains marketing calendar.
- Develops and monitors the marketing budget.
- Manages advertising contracts and vendor relations.
- Develops unpaid community partners and earned media coverage.
- Facilitates the production of all promotional materials, including season brochures, concert postcards, etc.
- Manages and promotes online ticket sales.
- Oversees ticket processing and fulfillment.
- Develops and writes press releases, publicity plans, radio ads, audience surveys, etc.
- Coordinates media interviews.
- Manages and updates the website and social media, including web promotions.
- Recruits & trains interns/volunteers for marketing and concert support.
- Audience Development Committee: Serves as primary staff support to the Board Audience Development Chair, establishes meeting schedule/agendas, keeps action oriented notes and facilitates follow-up with the committee to insure completion of tasks.
- Provides regular progress reports to the Managing Director and Audience Development Committee.

II. Concert Support:

- Creates a venue plan prior to each season.
- Writes and produces concert programs.
- Oversees concert set-up, including transporting box office materials to venue.
- Staffs ticket table.
- Recruits, trains and supports ushers and box office volunteers.
- Assures that season literature is always displayed and available to concert-goers.

III. Community Relations

- Promotes PM's visibility in the community by identifying monthly outreach opportunities. Staffs personally and with the help of volunteers.
- Expands relationships with Milwaukee schools, community groups, colleges and universities to increase attendance at concerts.
- Helps identify and develop corporate sponsorship prospects, develop proposals, and deliver benefits.

Other duties as assigned. Helps support PM's fund raising efforts as needed, including PM's annual UPAF effort.

Qualifications: Exceptional ability to organize projects and create efficient systems. The successful candidate will possess strong written and verbal communication skills, including the ability to create a compelling pitch for PM's programs and edit for accuracy; detail oriented but creative; computer competent in Microsoft Office Suite, as well as ability to learn and maintain Filemaker Database and update website and social media. Graphic Design skills a plus. Must possess a valid driver's license and be able to travel locally to represent Present Music and fulfill other duties. Must be able to work independently within a small office, as well as work effectively with a wide range of volunteers, board members, vendors and community partners. Some evening/weekend hours around concerts and committee meetings are required.

Salary range: 30-40K with health insurance, based on experience.

To Apply: Send a cover letter, resume, and writing or marketing sample to newmusic@presentmusic.org

**Or mail to:
Present Music
attn: Marketing & Community Relations Manager Search
158 N. Broadway
Milwaukee, WI 53202.**

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