

Executive Director, The Great American Brass Band Festival

Now in its 30th year, the Great American Brass Band Festival is one of America's premier outdoor festivals showcasing outstanding professional and amateur musicians from across the globe. The award-winning event, with an annual budget of \$200,000, attracts more than 20,000 guests to the lawn of Centre College in historic Danville, Kentucky.

Job Description: With direction and assistance from the Board of Directors, the Executive Director (ED) has strategic and operational responsibility for GABBF programs and the execution of its mission. The ED is responsible for the overall management, operation, finances, programs and daily activities of the organization. The ED is the "face" of the GABBF.

Requirements: College degree. Two years of experience in at least one area: organizing volunteers, fundraising, directing a non-profit, or festival management. Musical training is not needed but an appreciation of music is essential. Applicants should have excellent communication skills, including public speaking.

Responsibilities include but are not limited to:

Leadership

1. Ensure that the organization has a long-range strategy which achieves its mission.
2. Ensure consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
3. Provide leadership in developing programs, organizational and financial plans with the Board of Directors, and carry out plans and policies.
4. Establish a presence by building relationships within the community, including speaking at community group meetings, making presentation for funding, and working with local political and community leaders.

Board

1. See that the board is kept fully informed on the state of the organization and factors influencing its vitality.
2. Conduct official correspondence for the organization. Execute legal documents needed for those entities.
3. Develop, maintain, and support a strong board of directors while serving as ex-officio of each committee.
4. Share with incoming board members and officers the expectations, responsibilities, and policies that are vital to their respective roles.

Volunteers/staff

1. With the assistance of the board, lead, coach, develop, and retain GABBF's key-volunteer team.
2. Provide direction and guidance to volunteers and committee chairs regarding all GABBF events
3. Promote active and broad participation by volunteers in all areas of the organization's work.

Communications

1. The ED will deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
2. Publicize the activities, programs, and goals of the organization.
3. Establish sound working relationships and cooperative arrangements with community groups and organizations.
4. Represent the programs and point of view of the organization to agencies, organizations, and the public.
5. Oversee the production and dissemination of all publications and communications, including the Festival brochure, website, posters, and the Festival program.

Finances

1. Be responsible for developing and maintaining sound financial practices.
2. Ensure that adequate funds are available and operates within the budget guidelines.
3. With the Board, explores potential sponsorships, partnerships and business relationships that will work to solidify the association.
4. Oversee the finances and communicate to the board of directors any issues of importance related to finances.
5. Facilitate the financial planning and budgeting process for the association and assist the board in anticipating upcoming financial needs/barriers.
6. Be in charge of daily account activities with depositing funds and invoicing.
7. Develop fund raising strategies.

Administration and Logistics

1. Serve as the "knowledge-hub" for the organization and respond to inquiries in a professional and timely manner.
2. Direct the GABBF office, including management and daily office work.
3. Manage overall operations.
4. Organize and manage all events.
5. In collaboration with Logistics Manager, implement pre-festival logistics plan including but not limited to scheduling and contracting with service providers, vendors, and facilities (e.g. stage, golf carts, sound crew, radios, portable toilets, instruments, Centre College, City of Danville, Boyle County, and other facilities, etc.), ordering and determining sign placement, etc.
6. Be sensitive to the interrelationship of both people and functions within the organization and other external parties.

7. Recruit and manage volunteers and key volunteers.
8. Provide administrative support for the board of directors, committees and volunteers.
9. Actively engage GABBF volunteers, board members, event committees, partnering organizations, and funders.
10. Negotiate agreements with appropriate parties related to the association's programs and events.
11. With guidance from the Board of Directors, maintain official records and documents, and ensure compliance with federal, state and local regulations.
12. Manage legal compliance (insurance, permitting, safety regulations, etc.).
13. Oversee all aspects of liquor sales.
14. Analyze each year's events and prepare suggestions/plan for improvement.

Marketing

1. Executive a marketing plan, including press releases, media interviews, web design and social media.
2. Speak to local organizations and civic group on a regular basis.
3. As resources allow, pursue newspaper, radio, TV, billboard advertising, etc. to increase Festival attendance.
4. Ensure that GABBF is in all state and regional publication event listings.
5. Maintain a visible presence during Festival weekend for business development and public relations purposes, serving as the ambassador for the GABBF.

Merchandise

1. Execute (or commission) a design, and plan and order each year's pin, poster, t-shirts, and other saleable merchandise.

Artistic

1. With the assistance of the Artistic Committee, select the theme, contact and choose performers, choose venues
2. Execute all performer contracts, secure housing, transportation and needs for visiting musicians.
3. Prepare a Schedule of Events.
4. Manage duties of Artistic Director.
5. Communicate with bands and performers throughout the year and during the festival.

Benefits

Flexible schedule

Salary commensurate with experience and expertise

Please submit applications by August 3, 2018 to br4201@msn.com.