

## General Manager, Performing Arts

### Description

#### Summary Job Description

The new General Manager will be a key leader of the San Jose Multicultural Artist Guild (SJMAG). They will be responsible for overseeing the operations, finances, fundraising, and information technologies; will partner with the two Artistic Directors to achieve the artistic purpose; and will manage the office manager, bookkeeper, and contract grants manager.

### Responsibilities

#### Responsibilities and Duties

##### 1) Collaborate with and support the Artistic Directors.

- Support the Artistic Directors in implementing their unique artistic visions and program purpose.
- Work with Board and Artistic Directors to articulate and communicate the mission and vision that encompasses all artistic programs.

##### 2) Board Governance.

- Communicate effectively with the Board and provide timely and accurate information necessary for the Board to make informed decisions.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions and fundraising, and to increase the overall visibility of the organization.

##### 3) Financial Management.

- Prepare annual budget and monthly financial statements.
- Manage income and expenses within the approved budget. Approve invoices before they are paid.
- Work with Artistic Directors to manage program budgets.
- Work with a bookkeeper to manage finances, ensure taxes are paid, and budgets prepared.

##### 4) General Operations.

- Hire, retain and manage employees (Office Manager) and administrative contractors (bookkeeper, grant proposal writer).
- Establish and follow employment and administrative policies and procedures.
- Sign all legal and financial agreements and contracts.
- Manage insurance, tax filings, CPA annual financial compilation, workers compensation, and business licenses.
- Complete Cultural Data Profile annually.
- Other duties as assigned by the Board of Directors.

##### 5) Marketing and Fundraising.

- Represent SJMAG to the funders of the arts community.
- Support the Board of Directors and Artistic Directors in strengthening

### Hiring organization

BLKC

### Employment Type

Part-time

### Base Salary

\$30,000.00 per year

### Date posted

February 3, 2022

SJMAG's presence and visibility in the community.

- Develop annual contributed and earned revenue plans and fundraising campaigns.
- Track government and foundation grants and manage a grant proposal writer. Ensure grant reports are submitted.
- Manage and coordinate SJMAG communications. Ensure that the website and database are updated. Oversee general SJMAG email communications.

## Qualifications

### Experience & Qualifications

- **Commitment to the mission of SJMAG.**
- **Multicultural experience.** Experience working with and advocating for Latinx, Black, or other culturally specific communities, preferably in Silicon Valley.
- **Arts experience.** Three or more years experience with arts organizations, including ticketing, audience development, box office, theater production, and partnering with artistic leadership, preferably in performing arts.
- **Management experience.** Two or more years of nonprofit management experience, at a senior level managing a team. Demonstrated ability to oversee and collaborate with staff.
- **Strong people skills.** Good listening, decision-making, and leadership skills. Ability to be flexible and manage ambiguity while keeping goals in mind.
- **Strong values.** Healthy work ethic with high energy and commitment to honesty, transparency, and respect for differences. Kindness, humor, and openness all are important to this position.
- **Strong written and verbal communication skills.** Able to effectively communicate the organization's mission to donors, volunteers, and the community.
- **Active fundraising experience.** Excellent donor relations skills and understanding of the funding community. Understanding of individual, government, and foundation fundraising.
- **Experience with marketing and promotion.** Understanding of marketing strategy, tools, and execution. Has either done promotion or managed marketing staff.
- **Solid organizational abilities,** including planning, delegating, program development, and task facilitation.
- **Solid office technologies skills.** Comfort and experience with email marketing databases, Google Workplace, social media, Office 365, Zoom, basic website editing, and other tools.
- **Strong financial management skills,** including budget preparation, analysis, decision making, and reporting.
- **Education.** A bachelor's degree in the arts, business, management or other relevant focus is preferred.
- Ideally, someone who identifies as a member of the communities being served.

### Job Benefits

- Flexible schedule
- Paid time off