



Job Posting: Alton Municipal Band Manager

This position represents the Alton Municipal Band in business-related matters and works closely with the City of Alton and with group members to help make major decisions regarding the creative and business direction of the band.

The manager is the person put in charge of the business side of the group so the musicians can focus on making music.

This can involve numerous tasks such as offering advice about creative decisions and personnel matters, negotiating deals and finding engagements, making travel arrangements, and acting as a booking agent and promoter.

Supports the mission of the Alton Municipal Band, which is to engage our community in the preservation of **Concerts in the Park** by cultivating local talent and developing attractive venues for concerts and social activities.

This is an ideal work opportunity for an ambitious and creative individual who would like to broaden their network and interact with community leaders in multifaceted ways.

The best candidate is an effective communicator who excels at engaging prospective donors, musicians and volunteers, and builds rapport to maintain and develop these relationships.

Enthusiasm for Alton Municipal Band's mission is a must, as is the ability to work autonomously using technology as well as personal outreach. The goal of this position is to amplify all of the organization's resources for greater impact.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead and manage the band, help members understand their responsibilities and provide advice and support whenever needed
- Support the Band Director(s) and work with the Board of Directors, Committees and Subcommittees, including scheduling, assigning tasks, sending reminders, assisting with preparation of materials & supplies, and monitoring/updating performance plans
- Ensure that band members and volunteers have all the needed music, materials, supplies and information in order to achieve their performance and project goals
- Act as a main point of contact for correspondence, managing information flow in a timely and accurate manner
- Directly solicit donations through a variety of avenues
- Promote, fulfill and maintain a wide range of volunteer opportunities within the organization and delegate tasks, accordingly
- Support the Band Director's weekly activities as requested, including general administrative support
- Any and all jobs necessary, but not listed above.

QUALIFICATIONS:

- Minimum 1-2 years music management and fundraising experience preferred
- Tech savvy, and familiarity with Google Suite required. Experience with Microsoft Publisher, and basic template-based web design preferred (HTML skills not required)
- People person with strong communication skills, including writing and public speaking
- Meticulous attention to detail and follow through
- Strong communication, interpersonal and networking skills
- Demonstrated organizational and time-management skills, including the ability to manage multiple, competing priorities and projects
- Able to work independently and as part of a team
- Positive, problem-solving attitude
- Strong commitment to the Alton Municipal Band mission and Alton community
- Available for evening or weekend work

Season Pay: (\$1,500) commensurate with experience. This is a contract-based position. We estimate an engagement of 10-20 hours per week based on the bands performance schedule, and added responsibilities to evolve based on performance. To begin immediately.

APPLICATION PROCEDURE:

Please contact us at **618-208-0515** if you are interested in the position, or send us an email via the website.

The Alton Municipal Band which is supported by the City of Alton is an equal opportunity employer offering a wide range of dynamic and challenging opportunities. We offer competitive compensation to musicians and a professional atmosphere. We are also committed to providing a safe performance environment for all our musicians and visitors alike.

APPLICATION DEADLINE: Until filled