



### **GENERAL MANAGER, VIRGINIA GLEE CLUB (PART-TIME)**

The Virginia Glee Club has an immediate opening for a General Manager. This administrative position is part-time and requires flexibility of schedule, including some nights and weekends, and requires access to home or independent office space.

The Virginia Glee Club, now in its 148<sup>th</sup> season, is a student-run, independent organization located at the University of Virginia. In 1989 the Club separated from the University administratively and it now maintains its own status as a fully autonomous legal entity and 501(c)(3) nonprofit performing arts company, with an average annual operating budget of \$125k. The Club enjoys a mutually beneficial affiliation with the University, enriching the lives of both students and concert-goers across central Virginia and in touring locations across the U.S. and around the world.

The General Manager is a valued resource for Club leaders and an integral member of the leadership team. As directed by the Club's elected officers, the General Manager:

- ensures consistency of financial record keeping and compliance with state and federal reporting requirements;
- drives annual and long term fundraising campaign and stewardship operations;
- manages constituent data, continually improving quality of information and access to it;
- actively contributes to external communication, understanding the character of patron relationships and the importance of keeping constituents engaged;
- maintains institutional memory including providing history and guidance on financial practices, internal and external policy changes, and relationships with allied organizations and offices;
- drives event planning, including small receptions, formal dinners, and reunions;
- serves the unique needs of performing arts production including marketing and advertising, venue and artist contracts, print materials, group travel, recording and duplication, merchandise production and sales, ticket sales, and front of house operations.

#### Required skills and characteristics:

- MS Office, esp. Excel
- Wordpress, or other CMS
- Quickbooks
- Ability to complete tax exempt reporting, corporate registrations
- Basic graphic design skills
- Basic social media skills
- High attention to detail
- Self-managed, with strong work ethic and impeccable integrity
- Resourceful

- Comfortable with ambiguity
- High degree of flexibility, capacity for seasonal workflow
- Adaptable to high turnover among student officers
- Ability to interface with public
- Ability to collaborate effectively from remote location
- Home office

Preferred abilities:

- Database/CRM experience
- Experience with nonprofit groups/volunteer workforce
- Arts admin/management/production experience, esp. classical/choral music
- Graphic design skills, desktop publishing
- GSuite
- Knowledge of UVA/Charlottesville resources

A roughly “half-time” position, this position requires an estimated 20 hours per week over 12 months. Actual hours worked will vary widely with the requirements of seasonal activity, and no statement made in this description or during the interview process regarding working hours constitutes a contractual arrangement. Employment is at-will. Annual salary will be commensurate with qualifications and experience.

Please send a cover letter, resume and references to the Virginia Glee Club President, Colin Sullivan, at [president@viriniagleclub.org](mailto:president@viriniagleclub.org).

The Virginia Glee Club values diversity and welcomes qualified applicants of all backgrounds and identities.