

# BOSTON BAROQUE

Martin Pearlman, Music Director

[www.bostonbaroque.org](http://www.bostonbaroque.org)

## EXECUTIVE DIRECTOR

### ORGANIZATION

Three-time Grammy Nominee Boston Baroque — the first permanent Baroque orchestra established in North America — is now widely regarded as “one of the world’s premier period-instrument bands” (*Fanfare*). The ensemble's performances and recordings of the Baroque and Classical repertoire have been acclaimed from Boston to London and from New York to Vienna to Sao Paulo for their freshness, virtuosity, and exuberant appeal. Founded in 1973 by Music Director Martin Pearlman, Boston Baroque presents an annual subscription concert series in Greater Boston and reaches an international audience with its now-twenty critically acclaimed recordings on Telarc and is beginning a new recording relationship with the Europe’s Linn Records.

Boston Baroque made its European debut in 2003, performing Handel's *Messiah* to sold-out houses and standing ovations in Krakow and Warsaw, Poland. The ensemble celebrated its thirtieth anniversary in 2004 with a tour of the Monteverdi *Vespers* to major American music centers, including Los Angeles’ Disney Hall, Ravinia and Tanglewood. In 2009, Boston Baroque made its debut with two programs at the international Casals Festival in Puerto Rico — the first period-instrument orchestra and chorus invited to perform there. In March 2010, the ensemble gave a triumphal performance of the Monteverdi *Vespers* in New York's world-famous Cathedral of St. John the Divine. Boston Baroque is also the resident professional ensemble for Boston University's Historical Performance Program, where it is helping to train the next generation of period-instrument performers.

Boston Baroque is a private, non-profit 501(c)3 corporation governed by a 23-member Board of Directors and further supported by a 28-member Board of Overseers. Its annual operating budget for FY12 is approximately \$1.3 million with about 45% of its revenues from contributions, and it has a \$1.1 million endowment fund. The organization’s Board of Directors and Music Director are engaged in a process to guide the expansion of programs, organizational capabilities, and financial resources that will allow the organization to seize on new opportunities in domestic and international touring, recording, radio broadcasts, and the expansion of the orchestra’s audiences in Jordan Hall at New England Conservatory and in Sanders Theatre on the campus of Harvard University.

### POSITION SUMMARY

Reporting to the President of the Board of Directors and working in tandem with the Founding Music Director, the Executive Director will be charged with leading Boston Baroque into the next phase of its journey, with its mission, artistic vision, and community values as a guide. The scope of responsibility will include oversight of external and community relations, audience participation, fund development, long-range planning, and the internal operational, financial and administrative responsibility for Boston Baroque. The Executive Director will demonstrate efficacy of best business practices, fiscal accountability, and audience impact, and work with the Music Director to communicate an institutional vision that embraces unique artistic traditions.

## **DUTIES AND RESPONSIBILITIES**

### ***Revenue Enhancement***

Identify stakeholders, develop strategies, and define how key messages will be delivered to various individuals and institutions to maximize visibility, brand, and most importantly, earned and contributed revenue opportunities.

- Take a leadership role in the organization's development programs, including its annual operating, endowment, and planned giving efforts and identify appropriate funding opportunities from individuals, foundations, corporations, and government agencies with the Board of Directors and staff.
- Develop operating and funding strategies to support expanded domestic and international touring activities such as festivals and residencies, as well as to explore new opportunities in recording, including the use of digital downloads, streaming, and other new media.
- Devise effective marketing efforts that achieve earned income goals from subscription and single ticket sales while enhancing Boston Baroque's visibility and reputation.
- Create a dynamic, engaging online presence through the effective and appropriate use of social networking platforms that enhance existing marketing, public relations, and educational outreach strategies to attract and develop audiences locally, nationally, and internationally.

### ***Branding and Institutional Visibility***

Guide the revitalization of the public image and increased brand awareness of the organization, clearly articulating its mission, vision, programs and impact.

- Communicate the accomplishments and artistic mission of the organization to the public through the media and at public speaking engagements in tandem with the Music Director and President.
- Continue to build and maintain fruitful relationships in the local, national, and international music community with the Music Director.
- Cultivate and leverage positive relations with leaders throughout the region, the classical music industry, public agencies, and the media.

### ***Operational and Strategic Planning***

Oversee short-term operational and long-range strategic planning and implementation processes, including stewardship of the organization's human, financial, and technological resources.

- Collaborate with the Music Director to reach Boston Baroque's artistic goals through negotiation and administration of contracts, bookings, recording agreements, and all other performing activities.
- Create a strategic operating plan and assume joint responsibility with the Board for its implementation, reporting progress towards goals regularly.
- Consult and strategize with the Music Director and staff regarding the annual artistic plan and appropriate budget which fulfills the organization's artistic vision and simultaneously maximizes earned income opportunities.
- Work with legal counsel and Board to oversee and negotiate contractual matters with the Musicians' Union, guest artists, vendors, and strategic partners.
- Develop a strategy to effectively mobilize and utilize volunteers in support of the Boston Baroque and its programs.
- Direct administrative personnel relations to ensure that the organization is effectively structured and staffed with competent employees.
- Ensure that Boston Baroque's employer obligations to its staff and musicians are fully met.

### ***Governance and Financial Management***

Provide guidance that best utilizes the talents and resources of the Board, stimulate involvement, recruit new members, and work closely with the Board to ensure strong fiscal health and effective policy setting, fiscal oversight, community ambassadorship, and general governance of the organization.

- Initiate and maintain effective communications with the Board President, Board of Directors, Board of Overseers, Music Director, musicians, staff, and volunteers,
- Provide overall executive leadership to staff and between staff and its governing bodies, the Board of Directors and Board of Overseers.
- Assist in Board prospect identification, cultivation and recruitment,
- Orient, educate, and engage Board members to maximize their effectiveness,
- Celebrate the successes of individual Board members and the Board as a whole in recognizing their contribution of time and resources as community ambassadors,
- Maintain fiscal responsibility for overall budget, and ensure the most effective use of financial resources,
- Oversee management of cash flow and present appropriate balance sheets, income statements, and other financial oversight tools for Board review,
- Assist Board committees to develop and implement their goals and objectives and name appropriate staff liaisons to work closely with committees.

### **TRAITS AND CHARACTERISTICS**

The Executive Director will bring an energetic and entrepreneurial perspective in building an effective management team and organizational structure that best serves Boston Baroque's mission, vision, goals, and artistic leadership. He/she will have the ability to demonstrate a unified approach to guiding the organization in support of the artistic and institutional vision. A results-oriented professional and hands-on manager who enjoys a drive towards accomplishing impactful goals, the selected individual will have a proven track record and possess exceptional organizational and communication skills as a visible presence in the greater Boston arts community. Additionally, the Executive Director will have the ability to steward Board members in best cultivation practices to advance Boston Baroque's international recognition. A desire to work in an environment with regular interaction in pragmatic management of internal stakeholders and visionary engagement of external stakeholders is needed. The selected candidate will value knowledge and intellectual growth while realizing the importance of the effective investment of time and resources that is required to advance institutional goals.

The selected candidate should also demonstrate the following competencies:

- **Customer Focus & Diplomacy** – Consistently places a high value on the Boston Baroque family with a keen focus on diplomacy and tact. Objectively listens to, understands, and represents feedback from donors, ticket buyers, musicians, Board, and staff. Communicates with others in ways that are clear and considerate and demonstrates ease in relating to a diverse range of people.
- **Interpersonal Skills & Leadership** – Initiates and develops relationships in positive ways and works effectively with a wide range of people at varying levels of the organization to achieve results.
- **Planning, Organizing, & Teamwork** – Develops, establishes, and implements plans that are relevant, realistic, and attainable. Identifies how and when team members are involved in achieving milestones to stay on target regardless of obstacles.
- **Written & Verbal Communication** – Succinct, clear, and understandable communication capabilities both individually and in developing a distinct voice for Boston Baroque in the community.

## **QUALIFICATIONS**

A bachelor's degree is required and an advanced degree or equivalent experience preferred in the performing arts, nonprofit management, entrepreneurial organizations, or with other high-profile and internationally recognized organizations. The successful candidate will have a minimum 7-10 years of senior level experience, particularly in maximizing revenue and mobilizing human, financial, and technological resources. Experience working with board and staff members in achieving earned and contributed revenue goals is expected, as are excellent written and verbal presentation skills. Additional expertise in digital technology that engages and expands audiences in the well-educated and technologically advanced Boston market is greatly valued. Competency and comfort with all standard computer applications and equipment (MS Office and Outlook) is mandatory.

## **COMPENSATION AND BENEFITS**

Very competitive compensation for an organization its size and a benefits package that includes medical, dental, 403(b) retirement plan, and other perks, including the quality of life for which the metropolitan Boston area is widely known.

## **APPLICATIONS AND INQUIRIES**

Please submit a letter and resume with a summary of demonstrable accomplishments to:

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