



## Position Opening: GENERAL MANAGER

Full-time, Exempt

December 2021

### **About Apollo's Fire**

GRAMMY® award-winning ensemble Apollo's Fire is one of the world's leading period-instrument baroque orchestras and is based in Cleveland, Ohio. Currently in its 30<sup>th</sup> season, the ensemble is led by its founding Artistic Director, Jeannette Sorrell (AD) and Executive Director Howard Bender (ED).

Apollo's Fire (AF) is one of the few American ensembles that maintains:

- a significant subscription series at home (28-32 subscription performances of 6-7 programs in multiple venues);
- an active touring schedule, averaging 10-18 national and international engagements per year;
- a significant CD recording and video presence (over 8 million views for YouTube videos, and 28 commercial recordings with 9 Billboard Classical best-sellers and 1 Grammy win);
- an extensive outreach/educational program, including 14-20 events and workshops per year in Northeast Ohio; and as of 2020, a new Worldwide Watch-at-Home series with a growing national/international audience; and a major educational partnership in Chicago.

Apollo's Fire tours under the auspices of Opus 3 Artists (North America) and KD Schmid Artists (Europe). The orchestra has performed five international tours, including such venues as the BBC Proms (London), the Royal Theatre of Madrid, London's Wigmore Hall, and national tours at prestigious venues such as Carnegie Hall, the Tanglewood, Ravinia, and Aspen Music Festivals, the Boston Early Music Festival series, the Library of Congress, the Metropolitan Museum of Art (NYC), and many others. In addition, AF launched a new satellite series in Chicago this season, including 5 concerts and a major school partnership ("SIDE BY SIDE") in a South Chicago suburb.

Apollo's Fire is also a leader in innovative outreach, having launched its Community Access Initiative in 2017. The CAI breaks down financial and geographic barriers to attendance, and brought in over 5000 new attendees in two years. The second phase of the CAI, known as the MOSAIC Project, was launched in the 2019-20 season and seeks to nurture young musicians of color through school partnerships, college internships, and artist fellowships.

Apollo's Fire has an annual budget of approximately \$2.75 million and a staff of 5 full-time and 7 part-time employees. The office suite is located in the historic Rockefeller Building in Cleveland Heights.

### **Position Overview:**

The General Manager (GM) is a senior member of the leadership team, responsible for day-to-day operational management. The GM is the key supportive partner for the AD, working closely with the AD to implement the AD's artistic planning. The GM reports to the AD in the area of artistic administration and to the ED in the area of daily operations. Thanks to this dual report, the GM serves as the central hub of daily communication between departments.

In consultation with the AD, the GM serves as director of artistic operations and touring, overseeing AF's concert operations at its approximately 40 concerts annually in Northeast Ohio (subscription concerts, summer concerts, and Baroque Bistro concerts), its miniseries in Chicago, and on tour nationally and internationally. The GM is ably assisted by the Artistic Operations Manager. The GM oversees AF's educational activities in Northeast Ohio and Chicago with the assistance of the part-time Education Specialist.

In conjunction with the ED, the GM provides day-to-day coordination for the staff (box office, marketing, operations, production, finance), showing thoughtful judgment in guiding staff colleagues with daily decisions in a nimble environment. The GM manages the Expense side of the budget, oversees general office operations, and assists the Development team with some aspects of the Grants program.

Specific responsibilities include:

#### **1. Artistic Administration**

- Serves as the key administrative liaison with AF's pool of musicians and artists, including contracting, fee negotiations, payroll, leading annual review of the musician General Terms, and obtaining artist visas;
- Liaises with the Marketing department regarding artistic content;
- Budgeting: Prepares and monitors concert and touring budget in conjunction with the AD; collaborates with other senior staff to build the institutional budget each year.

#### **2. Artistic Operations, Production & Touring**

- Supervises the Artistic Operations Manager (AOM) to ensure the highest standards of artist care for AF's artists and musicians; oversees the AOM in the following areas:
  - Artist Liaison: the AOM arranges artist travel and housing in Cleveland (with volunteer hosts) and on tour (hotels); visits rehearsals, distributes schedules & contact sheets, and prepares musician bios for program books;
  - Operations: the AOM books local concert and rehearsal venues, confirms rental fees and coordinating logistics in consultation with Production Manager; prepares musician per diem allowances; coordinates staff travel for Chicago series;

- Chorus Management (booking, payroll, contracting) is the responsibility of the AOM in conjunction with the AD, with supervision by the GM.
- Venue relationships: manages contracts and relationships with numerous concert venues in Northeast Ohio and Chicago; with the AD, manages co-present agreements with regional partners; handles high-level rental contracts with major venues;
- Supervises the Production Manager and Stage Manager (including payroll and expenses);
- Tour Management: With the AD, works closely with AF's North American artist management (Opus 3 Artists) and European management (K D Schmid Artists) to plan and coordinate national and international touring engagements; serves as booking representative for regional tours; analyzes costs and fee quotes for potential presenters (regional, national, and international); supervises the AOC in planning travel and accommodations for domestic tours; works with a travel agent to plan international tour logistics.

### **3. Education/Outreach**

- Supervises AF's part-time Education Specialist (ES):
- In consultation with the AD and ES, manages and schedules AF's in-school workshops; hires musicians and submits musician payroll for Education and Outreach activities; and manages payroll for the 6 teaching artists in AF's "SIDE BY SIDE" strings program at a Chicago south-side school district. (The Chicago program is managed primarily by the ES in consultation with the AD.)
- Manages cross-departmental communication so that Education/outreach funding and program implementation are in sync.

### **4. General Administration:**

- Staff coordination: provides daily guidance and coordination between departments, showing thoughtful judgment in guiding staff colleagues with daily decisions regarding AF's operations and sales; assists and advises ED with performance reviews of staff;
- Budgeting & Expense tracking: collaborates with other senior staff to prepare the Concerts, Touring, Education, Administrative, and ticket revenue projections sections of the institutional budget; leads the monitoring and tracking of expenses (budget v. actual); provides support to the Finance department, particularly expense tracking; provides monthly financial reports for the Artistic Operations and Education areas;
- Attends all Board meetings and Finance and Executive Committee meetings: presents concert and project reports to the Board.

### **5. Grantwriting & Coordination:**

- Provides the Development department with artistic planning and budgeting information needed for grantwriting; assists in writing some specifically programmatic sections of grants if needed; reviews and comments on drafts of grants;
- Assists the Development department in managing the Grants Calendar;

- Grant compliance tracking: ensures that all Grant-related activities that were promised to funders are built into the season planning.

**Terms of Employment:**

- Compensation: Starting salary range \$65,000 to \$80,000, commensurate with experience;
- Evening and weekend hours: there are 7-8 sets of concerts per year, with 4-6 performances in each set; attendance is required at 2/3 of all concerts as well as special events;
- Comp time and working from home: this is a negotiable area, but currently the GM may work from home 1 day per week, and also receives 3 hours of comp time for each concert worked;
- Vacation: 12 business days of paid vacation, in addition to the week between Christmas and New Year's;
- Benefits: medical insurance, optional dental plan to be paid by employee, optional participation in 401K/403B program.

**Qualifications – the successful candidate will have the following:**

- Demonstrated professional excellence in arts management;
- Demonstrated ability to flourish in a nimble, fast-paced, and creative performing arts organization; experience managing a touring ensemble is preferred;
- A Bachelor's degree, Master's degree preferred;
- A classical music background and a passion for the arts;
- Excellent writing and communications skills;
- Strong budgeting skills (Excel) and some experience tracking expenses;
- Demonstrated leadership skills and a holistic understanding of interdepartmental relations in an arts organization;
- High attention to detail and commitment to professionalism;
- Grantwriting skills are an asset but not required;
- A car and a valid driver's license;
- *Proof of Covid-19 vaccination will be required for finalist candidates.*

Apollo's Fire is an equal opportunity employer.  
We celebrate diversity and are committed to creating an inclusive environment,  
an equitable organization, and a diverse music community.

TO APPLY: Please send resumé and cover letter to [search@apollosfire.org](mailto:search@apollosfire.org).  
DEADLINE: Open until filled.