

## SFEMS NARRATIVE & ADMINISTRATOR'S JOB DESCRIPTION

The San Francisco Early Music Society <[www.sfems.org](http://www.sfems.org)> is a community-based organization dedicated to historically informed performance of medieval, Renaissance, and baroque music composed before 1750. Since its founding in 1975, SFEMS has developed education programs for both children and adults, and has created an increasingly extended audience which includes not only concert goers, amateur and semi-professional musicians, but also professional 'early music' musicians many of whom perform in our concerts and music festivals.

We emphasize three areas of activity:

1. Services to the community:  
SFEMS serves as fiscal sponsor for 32 Affiliate ensembles, presenters, and educational organizations. We also maintain an online newsletter and events calendar, which serve as comprehensive sources of early music news in the Bay Area.
2. High-quality concert presentations of early music performed on historical instruments:  
Each season, SFEMS presents 24 concerts featuring professional soloists and ensembles in Berkeley, San Francisco, and Palo Alto. We also serve as primary producer of the biennial, internationally renowned Berkeley Festival & Exhibition of Early Music.
3. Education programs for all ages:  
SFEMS produces six one-week summer Workshops—five for adults of all levels and one for youth ages 7-18—as well as diverse workshops and lectures throughout the year.

### Position Summary

Time: 30 (approx.) hours/week: Pay: salaried

The SFEMS Administrator has a many-faceted role, serving as the society's public face and providing essential inner administrative support as a key member of a four-person remote office. The Administrator is the society's point of contact for the musicians who perform in our concert series and Berkeley Festival, and for the directors and faculties of SFEMS' six week-long summer Workshops for children and adults held throughout the Bay Area, coordinating operations and artist hospitality. The Administrator also coordinates and supports development efforts, marketing and publicity initiatives, database and web site updating and maintenance.

## **ADMINISTRATOR'S RESPONSIBILITIES**

### **SFEMS ANNUAL CONCERT SERIES**

Six or seven concerts: Schedule: October - March;

Venues: Palo Alto, Berkeley, and San Francisco

-Concert weekends:

- Assist the SFEMS staff Box Office and Patron Manager with concert preparation and artist management as necessary.
- Serve as secondary on-site house manager.
- Assist the SFEMS Executive Director in the collection of signed performance Agreements from artists.
- Assist the SFEMS Executive Director to advertise and market the series.

### **CALIFORNIA JAZZ CONSERVATORY CONCERTS**

-Monthly Sunday Concerts (six or seven concerts September-March)

-Serve as Staff presence at monthly concerts:

- Greet patrons at the door;
- Monitor ticket sales;

-Create and print flyers (for front table) announcing SFEMS' coming events.

### **BERKELEY FESTIVAL (Biennial)**

#### **Berkeley Festival Main Stage Concerts (14 concerts; 8-day schedule)**

-Create a production schedule, in collaboration with artists, instrument lenders, venues and staff for the Main Stage concerts.

-Arrange housing and transportation for guest artists.

-Edit Berkeley Festival Reader program book.

-SFEMS web-site:

- Lay out, post, and update Main Stage concert listings;
- Fringe Concerts (artist-produced concerts and recitals):

Collect publicity information from Fringe artists and post on web site;

- With Executive Director: Create development initiatives and marketing campaigns; determine ad placements.

### **SUMMER WORKSHOPS**

#### **(6 one-week Workshops: Medieval-Renaissance, Baroque, Classical, Recorders (2), Music Discovery and Youth Collegium)**

- Faculty: Provide and coordinate contracts for directors, faculty, and staff;

-Assist faculty requiring visas and documents;

-Collect and submit payables and expense reports to bookkeeper;

- Venues: Provide liaison to secure venues and negotiate space needs for Workshops;

- Budgets: With Executive Director and Workshop directors, create and monitor budgets;

- Registration:

-Create online forms for program registration and evaluation;

-Serve as Workshop registrar;

-Respond to inquiries from prospective and confirmed participants;

-Provide weekly updates for each director during Spring enrolment period;

-Scholarships: Collect applications; With directors, determine scholarship recipients and awards;

-Workshop events: Coordinate volunteer assistance and SFEMS Board attendance;

-Fund-Raising Events for Workshops: Serve as SFEMS' Point-of-Contact

-Secure venues;

-Serve as event registrar: coordinate sign-ups.

## **EQUIPMENT PROVIDED**

- Computer (15"MacBook Pro)
- Printer/scanner/copier
- Office supplies: envelopes, paper, donor cards, labels. files, miscellaneous supplies  
(Containers: 3 large tubs 24"x12"x12"; filing crate)
- Key for SFEMS storage unit (West Berkeley)

## **REQUIRED ADDITIONAL RESOURCES**

- Vehicle for transportation (meetings, concerts, errands)
- Dedicated home workspace

## **DEVELOPMENT, MARKETING, AND COMMUNICATIONS**

- Grants:
  - Research and identify prospective grants;
  - Write grant proposals and Letters of Intent;
- Donations:
  - Provide donor lists and dossiers for personal Board acknowledgements;
  - Acknowledge all donations with personal mailed letters;
- Marketing:
  - Serve as primary contact for mailing list trades secured through direct requests and Theatre Bay Area's Audience Database;
  - Maintain updated targeted marketing lists in database and email client lists;
- Communications:
  - Early Music News email bulletins: Send weekly
  - Concert announcement Email blasts: Biweekly as needed;
  - Development appeals via Vertical Response:
    - Two annual campaigns, prepared in collaboration with Publications Editor;
- Web site:
  - Edit and construct new web pages as needed;
  - Create and distribute online forms for collecting information;
- Database:
  - Maintain database; assist with data entry.