



General Manager, Cappella Clausura

Cappella Clausura, an award winning professional vocal ensemble, seeks an enthusiastic and driven General Manager responsible for overseeing the administration, audience development, and marketing/outreach of the organization. The position reports directly to the Artistic Director. Hours are flexible and must include all weekend and evening performances and events.

Under the leadership of Holly Druckman, Cappella Clausura promotes the performance of music created by women, trans, and nonbinary composers, which often languishes unheard. Our repertoire ranges from the ancient cloister, to the baroque salon, to the modern concert hall and features an increasingly diverse group of composers.

This is a contractor position, at 20 hrs. per week and \$25,000 per year. Much of the work can be done remotely, but the position requires attendance and front-of-house support at each concert (including transporting all front-of-house and performance marketing materials), various errands around the Greater Boston area (and Newton in particular), and other events as needed.

JOB DESCRIPTION for the Position of General Manager

General Responsibilities

Audience Development

- Create and maintain marketing plan for the season; this could involve (but is not limited to) advertising in local newspapers and arts calendars, inviting reviewers to performances, and liaising with local charities, schools, or museums. The General Manager is also expected to brainstorm and execute new methods of bringing audiences in.
- Create and manage digital/physical marketing materials, including signage, mailing materials, concert programs, social media posts, and others as needed.
- Maintain and upkeep patron records using Bloomerang, and generally facilitate the relationship between the audience and the Artistic Director.
- Represent the ensemble in person at all performances and events.
- Accompany Board Members and Artistic Director to fundraising and networking meetings.

Online Presence/Content Creation

- Update and maintain Cappella Clausura's website (Wix) in close collaboration with the Artistic Director.
- Social media; create various content for Facebook, Instagram, Youtube, and other platforms as deemed necessary.
- Create and execute a posting schedule for the season, including but not limited to social media and email blasts (Bloomerang).

General Administrative Duties

- Maintain the general Cappella Clausura email inboxes, and reply promptly and professionally to any inquiries.
- Regularly check the Cappella Clausura PO Box (in Newtonville), read and respond to mail correspondence, coordinate any mail-in donations with the Treasurer.

- Maintain helpful and positive communication with patrons.
- Be prepared to provide technical, front-of-house, and box office support for all concerts and special events.
- Other administrative tasks as needed.

Assistance with Financial Development

- Assist the Artistic Director and the board with seeking out and cultivating new donors, as needed.
- Maintain patron relationships through data management (Bloomerang). Follow through donations with a thank-you note and/or receipt.
- Assist and collaborate with the Artistic Director and the Board on two annual fundraising appeals, and at least one in-person fundraiser yearly.
- Bookkeeping responsibilities and sending donation receipts to donors, in tandem with the Treasurer.
- Consult and coordinate with the Artistic Director and Board on development plans.
- Brainstorm and execute new methods of raising funds.

Requirements

- Passionate about Cappella Clausura's mission.
- Independent worker and reliable team player, quick learner.
- Knowledge of music and the music industry.
- Bachelor's degree or the equivalent.
- Friendly, professional demeanor, and excellent customer service and verbal and written communication skills.
- Fluency in (or willingness to learn) Bloomerang, various Adobe softwares, various social media platforms.
- Not required, but preferred:
 - Direct experience of the music world.
 - Experience working in arts administration.
 - Proven track record of success in audience and financial development.

To apply, please submit the following materials electronically to hdruckman@clausura.org:

1. Subject Line: GM APPLICATION
2. A PDF version of a resume/CV
3. A PDF version of a one-page letter of introduction and interest

You will receive a confirmation of your submitted materials within 48 hours. Applications will be accepted and reviewed on a rolling basis. Cappella Clausura will begin to review applications on July 18, 2025.

Cappella Clausura is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, veteran or military status, genetic information, gender expression, or any other protected class.