

YellowBarn

FOR IMMEDIATE HIRE

General Administrator

The General Administrator works closely with the Executive Director to support the marketing, fundraising, and administrative efforts necessary to support Yellow Barn programs: the core Yellow Barn Program and the Young Artists Program in the summer; year-round Artist Residencies in Putney; ongoing Yellow Barn Music Haul programs locally and nationally; and Music From Yellow Barn performances in major cities outside of Vermont.

The General Administrator at Yellow Barn has an essential position at one of the most highly regarded chamber music centers in the world, a place that has great importance to the artistic life of the musicians that have been a part of it and to Yellow Barn audiences, both in Putney and across the country.

Responsibilities

Fundraising

- Assist with donor communications and manage Yellow Barn's donor database.
- Compile grant applications ranging from community foundations to federal programs.
- Assist with fundraising events, ranging from house concerts to an annual summer gala.

Marketing

- Manage Yellow Barn's social media presence.
- Maintain the Yellow Barn website.
- Maintain press lists and up-to-date materials, including audio/video recordings.
- Sell and coordinate program book advertising and concert sponsorships.

General Administration

- Provide technical and general office support for Yellow Barn staff and musicians.
- Manage housing and travel arrangements for faculty members and residency musicians.
- Act as Front of House Manager at all Yellow Barn events, including preparing program materials and managing concert volunteers.
- Field general inquiries as they arise.
- Manage special projects and complete other duties as assigned.

Requirements

The General Administrator works remotely, but must live within comfortable commuting distance of Putney, Vermont. If living outside of the Putney area, the s/he travels to Putney for Artist Residencies and at other times as needed, and lives in Putney for two and a half to three months each summer. Having a car is essential for the position.

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Qualifications

The successful candidate will have the desire and ability to communicate personally and professionally with the local community, audiences from around the United States, and an international community of musicians. S/he will enjoy creative problem solving, and excel in a fast-paced, varied work environment that is driven by a belief in Yellow Barn's mission and high production values.

Minimum credentials:

Education: Bachelor of Arts degree, or equivalent

Experience: 3 to 5 years of experience in a corporate or non-profit environment

Skills/Attributes:

- Outstanding written/verbal communications and organizational skills
- High quality and quantity of output, with strong attention to detail
- Ability to manage simultaneous projects over various time periods
- Personal accountability, flexibility, and a team mentality
- Passion for the arts

Salary and Benefits

The General Administrator receives the following compensation and benefits:

- Starting salary of \$35,000 annually
- Travel stipend and housing near Putney, when needed
- Meals on campus during summer programs
- 12 days of paid vacation, not including holidays when the office is closed (Thanksgiving, Christmas Day, and New Year's Day)

Applications and More Information

Yellow Barn aims to fill this position by November 15, 2018.

Applicants should submit a cover letter and resumé by email to:

Catherine Stephan
Executive Director
catherine@yellowbarn.org