

**Executive Director Search**  
**Amelia Island Chamber Music Festival, Inc.**  
**Job Description**  
**Date: June 2024**

## **Introduction**

Amelia Island Chamber Music Festival (AICMF) is a nationally renowned music series that brings established artists and new and emerging talent to Amelia Island each winter and spring. Classical music, bluegrass, and multimedia performances draw thousands of music patrons of all ages each year. The organization is 23 years old in 2024. It is a 501(c3) charity that is both cultural and educational in its work.

The AICMF Board of Directors has opened a search for an Executive Director, to lead the administrative work of the Festival, overseeing financial, operational, and strategic planning activities of the organization. AICMF has deep roots in the Island community, with an active Board, a robust volunteer program, and a dedicated group of patrons, all of whom have made it one of the premier regional arts organizations in the United States.

The Executive Director reports to the Board of Directors and works closely with the Artistic Director to plan and execute all its programs and general administration. A half-time Administrative Assistant reports to the Executive Director.

## **Responsibilities**

**Production:** Working at the direction of the Board President and in cooperation with the Artistic Director, the Executive Director has a leading role in managing Festival productions.

- Secure venues, permits, staging and equipment for each concert, ensuring that risers, music stands, lights and audio equipment are in place
- Reserve and manage practice and rehearsal space
- With the Volunteer Committee of the Board, ensure that all volunteer efforts (ushers, travel assistants, occasional administrative support, etc.) are efficient as well as fun throughout the winter season

**Artist Services:** Working with the President, the Artistic Director, and the Administrative Assistant, ensure that all artistic aspects of the Festival are managed professionally and efficiently.

- Confirm Rider and contract requirements with Artistic Director
- Prepare and track artist contracts
- Gather artist bios and pictures for marketing
- Coordinate with Housing Coordinator to ensure free and/or low-cost housing for artists

- Communicate with artists and their managers to meet their needs for their time on Amelia Island. If families are traveling with the artists, the board and Executive Director should be aware of any agreements made with artists and family members.
- Arrange and confirm transportation arrangements for artists to and from airports, hotels, and concert venues
- Schedule and arrange proper rehearsal times and rehearsal venues for the musicians based on the planning stage communications from the Artistic Director

**Marketing:** Working with the Marketing Committee and consultants, ensure that comprehensive and well-placed marketing efforts reach as wide an audience as possible for each concert.

- Oversee the production of marketing materials, including the annual Festival brochure
- Work in concert with the Amelia Island Tourist Development Council
- Ensure that website, social media, and mail marketing are handled efficiently and effectively
- Plan and execute the brochure ad sales
- Ensure that the program layout, program notes and printing are done for each concert
- Oversee procedures for ticket sales

**Development:** The Executive Director works closely with the Board of Directors in all development activities.

- With the Administrative Assistant, ensure that donor data are properly structured and maintained
- Provide Board with timely donation reports and projections
- Assist the Board in communicating with donors, including conduct of donor events
- Oversee the work of the volunteer grant writer

**Education:** The educational mission of AICMF is integral to its work. The Board, the Artistic Director, and the Executive Director work together to develop and maintain an educational program for members of the community of all ages

- Work closely with local schools in Nassau County
- UNF and Jacksonville University on masterclasses and other music education initiatives.

### **Minimum Job Qualifications**

Candidates should have demonstrated management experience and success with nonprofit organizations. Excellent oral and written communication skills are essential. The Executive Director must be both detail oriented and organized, with good computer software skills. Financial planning and oversight, in coordination with the Treasurer, President and external accountants is a vital component of this position, and candidates must demonstrate successful budgeting and reporting work. The candidate must be able to stand for extended periods of time, and lift items up to 25

pounds. It is necessary that the Executive Director have a driver's license and a car. Demonstrated success in concert production would be highly desirable.

The salary for this full-time position is between \$50,000 and \$70,000, depending upon experience. There are no health or retirement benefits.

Applicants should send a resume and letter describing relevant experience and reasons for interest in this position. Please note salary expectations as well. Address letters to:

Emma Mills Bledsoe, Chair  
Executive Director Search Committee  
Amelia Island Chamber Music Festival  
1405 Park Avenue, Suite 101  
Fernandina Beach, Florida 32034

Send electronic submissions to [e.bledsoe@aicmf.org](mailto:e.bledsoe@aicmf.org)