



The Board of Directors of Chelsea Opera (New York City) seeks a part-time **Business Manager** to collaborate with General Manager/Artistic Director Leonarda Priore to lead this nationally prominent small opera company to the next levels of growth and success.

Chelsea Opera, founded in 2004 by singers Leonarda Priore and Lynne Hayden-Findlay, presents classic and contemporary operas with chamber orchestra that deepen the opera experience for its audiences and provide career-building experiences for its professional singers. Specific choices are driven by the belief that a compelling story combined with a beautiful score make a winning combination. The company also embraces the

opportunity to work with living composers. The company serves a tri-state audience of “old opera hands and first-time opera goers” ([Opera News](#) 2013) and reaches out through community organizations and social service agencies to seniors and military families. “Small scale and high impact” per [Opera News](#) in a February 2011 review of Tom Cipullo's 2007 opera *Glory Denied*, the company endeavors to meet this standard in all its productions.

In its past twelve seasons, the company has performed a wide range of standard repertory operas, from Mozart (*Le nozze di Figaro* and *Don Giovanni*) to Verdi (*Tosca*), Puccini (*Gianni Schicchi* and *Suor Angelica*) to Copland (*The Tender Land*). Among its contemporary productions are Hoiby (*This is the rill speaking* and *The Scarf*), Walton (*The Bear*), Fagin (*A Distant Love: Songs of John and Abigail Adams*), Harris (*The Mark of Cain*, world premiere), and Cipullo (*Glory Denied*). Each season also includes thematic concerts that showcase company singers, others who have auditioned, and member of the Chelsea Opera Chamber Orchestra. More than just “stand and sing” concerts, the content often includes duets and longer scenes.

POSITION SUMMARY

Reporting to the Board of Directors, the **Business Manager** will partner with **General Manager/Artistic Director Leonarda Priore** to provide overall administrative leadership to this dynamic organization. The scope of responsibility includes fundraising and donor relations, audience development, strategic planning and execution, marketing/advertising, external and community relations, volunteer and personnel management and the overall operational, financial, and administrative management of the organization. The Business Manager will develop relationships and collaborations with musical, performing, educational, and community organizations to expand Chelsea Opera’s outreach throughout the New York City area and nationally.

The Business Manager will maintain a high professional profile and work closely with the Board to ensure strong fiscal health and effective governance. In partnership with the General Manager/Artistic Director and the Board, the Business Manager will work to enhance public awareness and recognition of Chelsea Opera as one of the leading small opera companies in the United States.

Candidates will be expected to have an established reputation for excellence in arts management, preferably with a grassroots musical organization, must be engaged in and excited by the collaborative leadership process, and must demonstrate the ability and creativity to build on the organization’s distinguished history.

DUTIES AND RESPONSIBILITIES

Management, Operations and Finance -- Direct and manage all aspects of the organization’s operations, budget, and administration to ensure fiscal responsibility and the most effective use of resources. The Business Manager will:

- Implement and monitor a long-term strategic and short-term operating plan in coordination with the Board of Directors and General Manager/Artistic Director, and assume joint responsibility for its implementation, reporting progress towards goals regularly.
- Develop an annual budget and business plan for presentation to the Board. Manage cash flow and present appropriate financial information to the Board on a regular and timely basis. Ensure financial controls are in place to maintain oversight and ethical use of funds. Manage bookkeeping and accounting in accordance with accepted accounting principles for non-profits.
- Ensure that Chelsea Opera is effectively structured to execute the vision set forth by the Board and the General Manager/Artistic Director, and that a cadre of engaged and enthusiastic volunteers recruited as needed. Interview, hire, train, and mentor volunteers.
- In partnership with the General Manager/Artistic Director, plan and execute mainstage productions, concerts, events, and activities, which include programming, artist engagement, special fund raising events, and others as needed.
- Prepare and mail annual 1099s.
- Prepare annual IRS 990 information using the fiscal year summary and Quicken reports, work with the accountant assigned to generate and submit annual 990, and transfer fiscal data to the annual CDP (Cultural Data Project) report.
- Maintain Chelsea Opera's highest ethical standards, ensuring that all correct business policies and practices are lawful and in accordance with the By-Laws.

Audience Development, Marketing and Public Relations -- Oversee audience development, marketing and public relations activities for the organization. The Business Manager will:

- Develop innovative plans to grow the audience of Chelsea Opera - particularly new and younger audiences - and implement a strategy for developing them as patrons and donors.
- Partner with the General Manager/Artistic Director to communicate the work and mission of the organization to the public through traditional and new media sources.
- Lead the effort to increase the awareness and impact of the Chelsea Opera brand, clearly articulating mission, vision, programs and strategic direction to the public.
- Cultivate good relations with media and stay abreast of developments in the regional and national performing arts communities.
- Serve as Chelsea Opera's representative to the New York Opera Alliance.
- Organize and execute bulk mailings as needed including bi-annual newsletters, donor appeals, production postcards, etc.

Fundraising and Development -- Lead Chelsea Opera's development program, design comprehensive plans that maximize contributed income, and assume a leading and active role in fund raising in consultation and cooperation with the company's Grants Consultant, General Manager/Artistic Director and the Board. The Business Manager will:

- Take a direct leadership role in Chelsea Opera's development programs, including but not limited to annual fundraising efforts, benefit concerts and other special events such as Midsummer Margarita Madness.
- Partner with the Grants Consultant, General Manager/Artistic Director and the Board of Directors to identify, solicit, cultivate and maintain strong relationships with individual, corporate, foundation, diplomatic and government donors and sponsors.
- Broaden the organization's donor base – diversifying in terms of types (e.g., corporate, government, individual) and scale (small donors to large donors), focusing on repeat contributors and seeking the means to convert non-donors into donors.

Governance -- Provide support to best utilize the talents and resources of the Board, stimulate involvement, recruit new members, and work closely with the Board to ensure strong leadership infrastructure and long-term organization success. With the General Manager/Artistic Director, serve as

a member of the Board of Directors *ex officio*, and as a full member of the Executive Committee. The Business Manager will:

- Initiate and maintain effective communications with the Board Chair, Board of Directors and others.
- Actively assist in Board prospect identification, cultivation, and recruitment with the goal of developing a diverse group of Board members whose skills, experience and financial connections advance the organization.
- Assist Board committees to develop and implement their goals and objectives.

JOB REQUIREMENTS

Personal Traits, Experience and Qualifications

The successful candidate will have traits and skills that will set him or her apart from others, including the following:

- A minimum of 3 years working at a similar executive and/or management level.
- An independent thinker and highly self-motivated individual who works independently and proactively.
- Results-oriented leadership, a positive attitude and the ability to inspire and mobilize Chelsea Opera to reach a common vision and organizational goals, at all times observing the highest ethical and professional standards.
- Superior relationship and team building skills; highly collaborative, with the ability to interact effectively with the General Manager/Artistic Director, Board of Directors, volunteers, patrons, donors, and the local and national opera community.
- An established reputation for creativity and excellence in arts management, preferably with other opera companies in New York City and elsewhere.
- A Bachelor's degree is required; Master's degree in an appropriate discipline is preferred.
- A successful track record in non-profit management with an emphasis on marketing, audience development and fundraising skills is required.

Compensation is commensurate with experience. Position is available immediately. Chelsea Opera does not discriminate on the basis of disability in admission or access to, or employment in, its programs and activities.

Application deadline is February 29, 2016.

APPLICATION AND INQUIRIES

To apply, email the following to administration@chelseaopera.org

Cover letter

Resume

3 professional references

[Note: All submitted information, including references, will remain confidential; references will not be contacted without the applicant's prior agreement.]

Or you may mail the above documents to:

Chelsea Opera

PO Box 277

New York NY 10113-0277