



Brian Garman
Artistic Director and Co-Founder

Jonathon Loy
Director of Production and Co-Founder

EMPLOYMENT OPPORTUNITY

Berkshire Opera Festival | Berkshire County, MA

General Director

Berkshire Opera Festival (BOF) seeks applications for the position of General Director from individuals with broad practical experience in opera or other performing arts company management and fundraising. BOF is seeking an entrepreneurial and collaborative leader who will steer the company in the realization of its short-term and long-range goals. The General Director will report to the Board of Directors and serve as the chief executive officer, working in close collaboration with BOF's co-founders who serve as the Artistic Director and the Director of Production. This is a full-time position with residence year-round in the Berkshires.

The Organization

Berkshire Opera Festival (BOF) is entering its tenth year as a professional summer festival located in Berkshire County, MA, and covering a catchment area that includes Litchfield County, CT, and Dutchess and Columbia counties, NY. Adhering to the highest standards, BOF has and continues to produce in the Berkshire community. Every summer, BOF presents a season of diverse operatic programming including one fully-staged production with orchestra. BOF began producing in the summer of 2016 with an inaugural season of two recitals and a fully staged production of Puccini's *Madama Butterfly*. Director of Production Jonathon Loy and Artistic Director Brian Garman co-founded the company in August 2014. Under their direction, the BOF has achieved critical artistic success and its productions have been acclaimed in the press.

The mission of Berkshire Opera Festival is to entertain and enrich the lives of people of all ages and backgrounds throughout the Berkshire region by providing accessible and affordable performances of a broad range of operas with the highest artistic standards.

BOF's annual budget is targeted to reach \$1.0 million in the near term, and the company is poised for significant growth. In May 2024, BOF entered into a multi-year residency at the Mahaiwe Performing Arts Center (MPAC) in Great Barrington, MA. Starting in 2024, MPAC will present the company's mainstage production and other season performances, and BOF has the ambition to produce – as it did prior to the pandemic – an annual second-stage production. The company also plans to create a Young Artist Program. BOF currently presents off-season events and auxiliary seasonal programming (concerts and recitals) themed around the mainstage production to enhance the audience experience for that opera. This serves to build community from event to event and enhances the “festival” aspect of the company.

Position Summary

The General Director is responsible for planning, organization, and direction, including the critical responsibility of developing and maintaining relationships with supporters, donors, and local community organizations. The General Director is responsible for fundraising and financial management, including developing the annual budget with BOF's Artistic Director and Director of Production, managing expenses, and working collaboratively with and managing the year-round staff.

Berkshire Opera Festival's artistic and administrative staff includes the company's co-founders, Artistic Director Brian Garman and Director of Production Jonathon Loy, an advancement associate, an operations manager, and a marketing/communications manager. The artistic and production directors contract other seasonal and production support as needed, such as design, music, and production staff members.

Primary responsibilities include:

- day-to-day fundraising, including creation of fundraising strategies and activities; meeting fundraising targets; planning and coordinating grant submissions;
- supervision and management of staff;
- financial oversight, including development and implementation of the annual budget, monitoring, and control of expenses;
- maximization of earned revenue;
- attending and participating in Board of Directors committee and quarterly meetings;
- Board development—supporting efforts to identify and cultivate new Board members and enhance the participation of the current Board;
- building BOF's relevance to the community through its educational activities, expanding relationships with area schools and colleges, increasing the reach and diversity of the BOF's audience and stakeholders; and
- representing BOF at appropriate regional and national organizations and events.

Candidate Profile:

The Board of Directors seeks someone who inspires enthusiasm, has a track record in management, fundraising, and audience development, and is interested in running a company in its next phase of growth.

Training in arts management and development/fundraising, a good contact network throughout the opera or performing arts industry, and a working knowledge of Eleo donor management software (or similar database experience) are all preferred. The ideal candidate will have at least five years of senior management experience in the opera/cultural field and can work well in collaboration with the BOF's current artistic leadership and staff, as well as with community volunteers, including the Board of Directors.

Other required skills include experience in the development and management of budgets, knowledge of fundraising and marketing best practices and current trends, competence in strategic problem solving, and proficiency in current business software including QuickBooks, Microsoft 365, and GSuite.

We seek a person with excellent oral and written communication skills, who is comfortable and adept in both private and public social and business situations with a well-developed sense of tact and diplomacy.

Compensation and Benefits:

The annual salary range for this position is \$70,000 - \$85,000, commensurate with the candidate's qualifications and experience. Full-time employees receive a monthly health insurance reimbursement and paid time off including federal holidays, 15 days of vacation/personal leave, and 5 sick days per year. This position requires full-time residency in the Berkshires with a flexible in-office/remote work schedule depending on the performance and donor event calendar.

How to Apply:

Qualified applicants are encouraged to apply no later than August 1, 2024. Screening of complete applications will begin immediately and continue until the conclusion of the search process. Inquiries, referrals, and applications (including a resume and one- to two-page cover letter), will only be accepted via email, and should be sent to:

BOF Executive Search Committee
leadership@BerkshireOperaFestival.org

Berkshire Opera Festival
54 Wendell Ave, Suite 5
Pittsfield, MA 01201
USA

BOF is committed to inclusion, diversity, equity, and access, and is proud to be an equal-opportunity employer. We welcome and affirm all individuals, including those who have been historically marginalized. BOF does not discriminate on the basis of race, ethnicity, religion, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, or any other characteristic protected by law.

For additional information: www.BerkshireOperaFestival.org