



Taos School of Music (TSoM) is seeking a new Executive Director who will sustain the 58-year history of excellence in preparing young musicians for the world stage and bringing the highest quality chamber music performances to the southwest region and beyond. The search committee will review applications as they are received, until October 15, 2021.

Position Description

The Executive Director is the administrative and operating officer of the Taos School for Music, Inc. reporting to the Board of Directors. The Executive Director is responsible for leading the organization and achieving its goals. The Executive Director position is a three-quarter time position with seasonal flow of time requirements. Salary range: \$45,000 to 70,000.

- Assists the board in determining the overall strategic direction to fulfill the mission. This includes defining a long-term sustainable model for the school and festival, including defining what differentiates the school as an excellent, exceptional experience for students, patrons, and faculty.
- For board approval, develop the implementation plan, and determine the appropriate business model. Determine costs for sustainable, quality operation of school and festival, identify income sources necessary for sustainable operation, and define, conduct and oversee systems and processes to manage all.
- With Board support, take a leadership role in pursuit of income sources to include cultivation of annual fund raising, donor directed gifts, legacy giving, grants, corporate partner support, corporate giving, tickets revenue for both in person and virtual if existing, etc.
- Oversee and conduct budget development for board approval, including defining costs and resource needs; provide support to the Finance Committee as needed, for financial management of the endowment; and provide the Board with timely financial reports and audit quality records.
- Manage the TSoM activities, staff, and volunteers for a successful operation of the school and festival. Including overseeing the operation of the school venue; coordinating and supporting the Artistic Director; providing support to faculty; arranging and overseeing performance facilities, transportation, and cultural activities; supervising and developing staff; and overseeing and providing for student well-being. Conduct contract development and negotiation; and provide management for all associated contracts.
- With the Board, define and implement TSoM marketing and public relations plan including reaching new audiences, alumni relations, donor development and ongoing relations; regularly report to the board on the activities associated with the plan; be the public spokesperson of the school engaging in promoting public awareness.
- With and in support of the board, oversee all compliance operations and issues to include audits, etc. and provide support in board governance activities.

Qualifications

The ideal candidate will be an experienced executive with at least three years of progressive leadership experience in nonprofit organizations. S/he will combine an appreciation for classical music, and experience in nonprofit administration and operations. The candidate must have:

- Demonstrated quality performance as a leader and manager
- Demonstrated skills as a good leader and collaborator, and excellent communicator, both written and oral, and interpersonal and people management skills

- Demonstrated skills in fundraising and cultivation of donors
- Comfort and knowledge of management and communication computer tools- such as Word, Excel, PowerPoint, FileMaker, QuickBooks, and digital and social media platforms
- Experience and confidence to manage and lead through challenges and issues, and in pressing timelines
- Exceptional skills as a self-starter who can build, guide, and direct an organization
- Flexibility in terms of working evenings and weekends as required and working in an at-home office. Driver's license and access to a vehicle is essential as well as the ability to be on one's feet for extended periods of time

Applications

TSoM is committed to diversity, equity, and inclusion in all facets of the organization and welcomes applications from all qualified candidates regardless of age, race, gender, sexual orientation, disability, religion, or national origin.

Please send a cover letter outlining your specific interest and qualifications for this position and include a resumé. Electronic submissions are preferable. All applications will be treated as confidential and references will not be called without the candidate's prior knowledge and agreement.

Electronic submissions:
tsom.ed.applicant@gmail.com

For mail submittals, address to:
Fred Winter, Treasurer
Taos School of Music
C/O Heritage Trust Company of NM
630 Paseo del Pueblo Sur, Suite 170
Taos, NM 87571

More about Taos School of Music

The School and Festival

The Taos School of Music is comprised of 19 exceptional young musicians of violin, viola, cello and piano aged 18 to 29 from premier music conservatories, together with a faculty of established chamber groups and pianists under the direction of Artistic Director, Robert McDonald. The mission of the school is to "prepare young artists for the world stage and bring superb performances to chamber music lovers". Students spend 8 weeks during the summer in Taos Ski Valley, immersed in coaching and rehearsals, culminating in four performances spread over 8 weeks. The small size and unique format of Taos make it one of the premier chamber music schools in the country.

The Locale

Taos is an internationally recognized, centuries old hub for artistic activity. Taos Ski Valley, adjacent to the town of Taos, is nestled in the stunning Sangre de Cristo Mountains of northern New Mexico and is an inspiring locale for exquisite focus on music and an intimate setting for building strong relationships with fellow students and faculty. The performance venues in Taos Ski Valley and the town of Taos attract patrons from all over the world.

The Opportunity—the Future

During the past two years, TSoM has faced significant challenges from COVID to the loss of the historic school venue, the Hotel St. Bernard. The TSoM Board is working to creating a future that will sustain the 58-year legacy. The new Executive Director will be pivotal in the creation of this future.