

Executive Director Position Description

Reporting, Review, and General Description:

The Executive Director (ED) is a full-time salaried position reporting to the Board of Directors.

The ED guides organizational values and programming goals. The ED manages programming and coordinates organizational activities, community relations and space usage while advancing the mission of The Mainstay.

The Executive Director is the visionary force, creative leader, and coordinator for all Mainstay activities.

The ED has primary operational responsibility for The Mainstay including staff, volunteer and independent contractor oversight, and financial resource management. The ED will encourage and organize volunteer participation.

The ED, at their discretion or by invitation, attends Board Meetings and may attend Board committee meetings in all cases as an ex-officio member.

Most performances are in the evenings and on weekends, the ED's work schedule must be flexible. The ED sees that the venue is staffed for concerts and other activities.

A review of ED's job performance will be conducted at least annually, using this position description as a guideline.

Duties and Responsibilities:

On Programming:

The ED will manage all aspects of concert bookings and performances for the Mainstay and will secure local, regional, national and international performers and artists for performances and special events.

The ED, with advice and consent of the board, will work to meet annual programming goals for show counts, attendance, pricing, genre diversity and support for emerging artists.

The ED will develop, plan, and implement programming and collaborations that will be meaningful to our diverse community, including bookings for Rock Hall festival FallFest. The ED will seek out opportunities to expand The Mainstay's activities for and by young people.

The ED will work with the office assistant to create the yearly in-house schedule of confirmed events, and the design and implementation of a marketing plan which includes appropriate ads, press releases, social media content and flyers for each performance/ event by The Mainstay.

The ED will manage the yearly musical scholarship awarded to a high school senior intending to further their musical education in college.

The ED will train, oversee, and provide backup for tech personnel and interns.

On Fundraising:

The ED will work with the Development Committee on the Annual Drive, Charlie Byrd Society solicitations and other fundraising programs that provide unrestricted operational funds for The Mainstay and will work to cultivate donors to provide support for specific performances and other special activities.

The ED will also work with the Development Committee to provide appropriate donor recognition, establish rapport with major donors and the Maryland State Arts Council, apply for grant funding where feasible, maintain accurate records of donations, track and allocate restricted support and promptly acknowledge all donations.

On Financial Management and Budget Preparation:

The ED will, under the general direction of, and in coordination with, the Treasurer and Finance Committee, maintain the financial records of The Mainstay, and assist in the completion and submittal of regular financial reports and filings in a timely manner. These include grant reports, Form 990 and others.

The ED will prepare an initial draft and work with the Finance Committee to develop the annual budget and multi-year financial projections that will be proposed to the full Board for approval with the initial draft being presented to the Finance Committee by mid-October of each year.

Working with the Finance Committee, the ED will finalize the annual budget for the upcoming year for presentation to the full Board for adoption at the regularly scheduled November meeting.

On Our Facility:

Working with the Board, the ED will ensure The Mainstay is clean and in good repair at all times.

The ED acts as property manager for our tenant.

On Community Relations:

The Ed will be visible, active, and welcoming in Rock Hall, Chestertown, and Kent County representing The Mainstay in a variety of activities and committees, including the Rock Hall Business Association and Main Street Rock Hall.

The ED will forge relationships with artists, agents, promoters, music industry professionals, partner organizations and other entertainment venues.

The ED will correspond with or speak to those contacting us by email or telephone concerning whatever public relations, business, donor or patron inquiries arise, and as appropriate, refer such correspondence to the Board as necessary.