



Berkshire
opera festival

Brian Garman
Artistic Director & Co-Founder

Jonathon Loy
Director of Production & Co-Founder

EMPLOYMENT OPPORTUNITY

Berkshire Opera Festival | Berkshire County, MA
President and Chief Executive Officer

Berkshire Opera Festival (BOF) seeks applications for the position of President and Chief Executive Officer (CEO) from individuals with broad practical experience in opera and/or performing arts company management and fundraising. To steer the company in the realization of its short-term and long-range goals, BOF is seeking an entrepreneurial, collaborative leader to serve as CEO. This is a full-time position with residence year-round in the Berkshires.

The CEO will report to the Board of Directors and will also serve as President of the Board with fundraising as a primary responsibility, working in close collaboration with the Artistic Director and Director of Production, BOF's co-founders. The CEO will have controlling financial authority over all departmental budgets, including the production and artistic budgets, and will be solely responsible for ensuring that all departments adhere to the budgetary parameters approved by the Board of Directors.

The Organization:

Berkshire Opera Festival (BOF) is entering its tenth year as a professional summer festival in Berkshire County, MA, and covering a catchment area including 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 and orchestrated production. 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.

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.

The company has had critical artistic successes and has been acclaimed in the press for its productions, including in Opera News. BOF's annual budget is approaching \$1 million and the company is poised for significant growth.

BOF, as of May 2024, is in a multi-year residency at the Mahaiwe Performing Arts Center in Great Barrington, MA. In addition to its main stage production and concert performances, BOF has the ambition to produce – as it did prior to the pandemic – an annual chamber opera. The company also plans to create a Young Artist Program. It currently presents off-season events as well as auxiliary seasonal programming (concerts and recitals) themed around the main stage 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 CEO is responsible for planning, organization, and direction including the critical responsibility for developing and maintaining relationships with supporters, donors and local community organizations. The CEO is responsible for fundraising and financial management, including developing with BOF’s Artistic Director and Director of Production the annual budget, managing expenses, and working collaboratively with and managing the year-round staff.

Berkshire Opera Festival’s administrative and artistic staff includes the company’s co-founders, Artistic Director Brian Garman and Director of Production Jonathon Loy, plus a full-time advancement associate (development department), full-time operations manager and a full-time marketing and communications manager. Other seasonal and production support, such as stage management, set and costume design, etc., is contracted as needed by the Artistic and Production Directors.

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; and increasing the reach and diversity of the BOF’s audience and stakeholders;
- representing BOF at appropriate regional and national organizations and events;

Candidate Profile:

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

Training in arts management and development/fundraising is desirable. A good contact network throughout the opera industry would be useful. A working knowledge of Eleo donor management software (or similar database experience) would be helpful.



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The ideal candidate will have at least five years of senior management experience in the opera/cultural field and have the ability to work well in collaboration with the company'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, marketing, competence in strategic problem solving, and competency in the use of current business software such as QuickBooks, Microsoft 365, and GSuite.

We seek a person with excellent oral and written communication skills; someone 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 starting annual salary for this position is \$70,000+ commensurate with 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 season performance and donor event calendar.

How to Apply:

Interested applicants are encouraged to apply no later than December 20, 2024. Screening of complete applications will begin immediately and continue until the completion of the search process. Inquiries, referrals, and applications (including a resume and one- to two-page cover letter) should be sent to:

Berkshire Opera Festival
Executive Search Committee
leadership@berkshireoperafestival.org

54 Wendell Ave, Suite 5
Pittsfield, MA 01201
USA

For additional information: www.berkshireoperafestival.org.