



EISMA

Evanston In-School Music Association

EISMA Executive Director Position:

EISMA is seeking a new part-time Executive Director to continue and expand the 50-year legacy of one of Evanston's most diverse and equitable organizations. Since 1971, the Evanston In-School Music Association (EISMA), a not-for-profit community organization, has presented professional music concert performances that bring the joy and appreciation of music to 8,000 Evanston, IL K-8 students twice a year.

The Executive Director works independently as a contracted staff member.

The expected time commitment is an average of 5-10 hours/week, and the hours are generally flexible (less so during the weeks of in school performances).

Pay is structured as a monthly stipend based on experience.

Application closing date is April 30, 2022

Some great reasons to apply:

- You are a flexible self-starter artist, musician, part time teacher, graduate student, retired professional, or parent with experience working in a non-profit organization who values music and education, and you are excited by the opportunity to broaden your skills while helping to manage a small non-profit
- You appreciate the importance of a live-music experience and want to help provide over 8,000 children with that experience twice a year
- You want to be in a significant role within the Evanston arts community, with the ability to meet with and work with other arts leaders
- You want to connect with teachers and principals in Evanston elementary and middle schools, and contribute to their effort to provide their students with unique, high-quality learning experiences throughout their educational careers



Qualifications:

The Executive Director must be organized, have strong interpersonal relationship and communication skills, and be able to work independently as well as with the board.

Required Experience and Skills:

- B.A. degree or higher
- 2-3 years' experience working in a non-profit or arts/culture organization
- Must have a flexible schedule to allow for ebb and flow of seasonal job requirements
- Demonstrated ability to facilitate and maintain positive communication and relationships among different constituents
- Demonstrated ability to work independently as well as collaboratively
- Functional computer literacy: familiarity with desktop and/or web publishing, working with spreadsheets, applications like Dropbox, Google Docs/Sheets/Calendar/Gmail, Microsoft Office, Little Green Light, Zoom
- Excellent writing, public speaking, and organizational skills

Preferred Experience or Skills:

- 3-5 years' experience in one or more aspects of non-profit management (e.g. grant-writing, development, event planning/programming)
- Experience with public relations, marketing, including social media
- Familiarity with Evanston District 65 schools
- Experience working with professional musicians in the Chicago area
- Background in music performance, teaching, arts management, or elementary education



Programming:

Performers:

- Research, preview and recommend musical performers (with Board members)
- Negotiate contracts with two ensembles per school year, maintaining a commitment to diversity of musical genre, geography, culture, and instrumentation

Performances:

- Establish contacts with school administrators, music teachers, newsletter editors, and other staff as appropriate
- Communicate regarding scheduling approximately 60 performances annually (2 seasons of ~30 performances each) and sharing concert information
- Attend all concerts (with Board members), while assisting performers as needed
- Following each season, create program evaluations and create a bi-annual evaluation report for EISMA Board

Community Concerts:

- Coordinate 2 community concerts (Fall and Spring) each year, performed by the same artists appearing in-school that season, free and open to the public
- Collaborate with other Evanston organizations (Library, Parks & Rec Department) to arrange location; write press releases and staff event with Board members and volunteers
- Create or delegate design of community concert flyers and programs, coordinate email and physical distribution

Public Relations:

- Explore and support partnerships with other Evanston organizations (i.e. YEA!, City of Evanston special events)
- Coordinate and meet with District 65 Music Department Chair and music faculty as needed
- Write or update and distribute marketing materials and press releases as needed
- Attend community functions and workshops
- Communicate with EISMA Advisory Board in conjunction with Board members
- Communicate with District 65 Curriculum and Communications Departments on scheduling and policy issues, as necessary



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Fundraising:

- Develop annual budget with Board representatives
- Grant applications (ongoing), write and manage grant applications and reports
- In conjunction with Board Corresponding Secretary and Treasurer, manage fundraising appeals and personal thank you letters to corporate sponsors and major donors as well as acknowledgements to all individual donors
- In conjunction with Treasurer, maintain donor and PTA membership dues records, government reports and registrations, and insurance coverage

Other Tasks:

- Write regular Director's Report and present to Board prior to Board meetings
- Communicate regularly with Board leadership and meet with Board ~ monthly
- Maintain physical and digital storage of historical files
- Pick up and process mail from Evanston Central Post Office on a regular basis
- Field calls and letters from potential performers, sponsors, schools, and parents
- Facilitate recruitment of new Board members
- Distribute Board packet to help onboard new Board members
- Coordinate volunteer activities for all EISMA events
- Update letterhead and Board/Advisory Board roster (annually)

To Apply:

Please email one PDF document containing a cover letter and resume to: eismaconcerts@gmail.com

With the subject line: Executive Director Application

Thank you,

EISMA Co-Presidents

Ellen Frolichstein and Jen Martensen