



EXECUTIVE DIRECTOR POSITION DESCRIPTION

ChamberFest Cleveland presents a world-class, intensive, summer chamber music festival that features internationally renowned musicians, explores immersive thematic programming, and creates original, engaging musical experiences for its audiences.

The annual Festival nurtures and enriches classical music in our community and strengthens bonds between musicians and audiences. The Festival has enjoyed impressive growth over its 14-year history, attracting top talent from the international chamber music circuit and receiving local and national acclaim. Audiences consistently increase, and ChamberFest is now considered one of the country's premier festivals.

Working in partnership with the Artistic Directors and Board, the Executive Director directs the growth of the organization, maintains its strong financial position, and increases and diversifies audiences. ChamberFest seeks a committed partner who will bring a passion for chamber music, success in fundraising and marketing, arts administration experience, and strong managerial skills to the position.

Position Summary: The Executive Director oversees the daily operations of ChamberFest Cleveland, including fundraising, audience development, marketing, Board communication, and financial management. Reporting to the Board Chair and supervising a part-time staff, the Executive Director brings energetic leadership, strategic thinking, and an entrepreneurial spirit to this highly respected chamber music festival. Specific responsibilities include:

Board/Governance:

- Meet with Board and artistic leaders to establish goals for the Festival
- Oversee all daily operations of ChamberFest
- Serve as staff liaison to the Board and Advisory Board and ensure plans adhere to policies
- Develop meeting agendas with Board Chair and disseminate related schedules and materials
- Assist in strategic plan development
- Assist with the identification, recruitment, and orientation of new Board members

Development:

- Work with the Board to develop, direct, and organize the annual contributed income program from all giving sources
- Write grants and funding requests to foundations, corporations, government entities
- Encourage, develop, and support donor cultivation and relationships
- Ensure the proper use, upkeep, and maintenance of the PatronManager database
- Oversee protocols for the timely receipt and processing of donations
- Generate data-driven reports of donations and other income
- Maintain accurate donor records
- Create and assist with donor cultivation and stewardship events

Financial:

- Work with Board leaders and the financial administrator to ensure fiscal affairs are managed in a timely and accurate fashion
- Create the operating budget in collaboration with the Artistic Directors and Board
- Establish and implement policies and deadlines for delivery of operating financial statements, IRS Form 990, Form 1099 to all artists and service providers, and the annual independent financial review

Marketing and Public Relations:

- Create and implement a comprehensive marketing plan and schedule, including pricing, advertising, media relations, and use of mailing lists in accordance with the budget and goals for audience development and diversification
- Ensure that all forms of communication are consistent with the ChamberFest brand
- Negotiate an agreement with a design team for the creation, production, and distribution of all printed and electronic materials
- Develop messaging for all advertising and purchase ads
- Coordinate a Festival broadcast schedule with classical music radio stations
- Maintain an up-to-date website
- Assist with publications, ad placements, website updates, e-blasts, and list exchanges
- Provide direction and oversight for all box office functions
- Process ticket sales, maintain related information, and manage fulfillment
- Ensure that proprietary information is kept in appropriate and secure places
- Manage office operations, equipment supplies, utilities, and internet services
- Handle all vendor communications and accounts

Artistic Operations and Community Engagement:

In partnership with the Artistic Directors:

- Provide administrative support for all concerts and events production, including schedules, rosters, repertoire, and communication with artists
- Manage the securing and budgeting for venues, equipment, and instruments
- Engage, oversee, and communicate with concert production personnel, including stage and personnel managers, audio/visual experts, interns, and volunteers
- Facilitate artist contracts, W9 forms, third-party contracts, and visa applications
- Provide materials for the program book editor and arrange production thereof
- Assist with operational and artistic equipment needs
- Ensure the coordination of artists' housing and travel for all concerts and events
- Oversee the Artist Liaison
- Coordinate the sale of program book ads with an outside vendor
- Plan and execute educational and community outreach programming

Employment Details

Status: Full-time

Compensation: \$75,000 to \$85,000

Benefits: Health care benefits available

Schedule: Includes evening and weekend work related to the June Festival

To Apply: Please email a cover letter and resumé to: search@chamberfestcleveland.com by October 19, 2026

Application deadline: October 19, 2026 or until filled.

ChamberFest Cleveland is an equal opportunity employer. We do not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.