



## Executive Director

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| Title:          | Executive Director  |
| Position:       | Full-time   |
| Status:         | Exempt  |
| Salary:         | \$64,000-\$70,000   |
| Reports to:     | Third Angle New Music Board of Directors through its Board Chair          |
| Direct Reports: | Executive Assistant & Communications Manager, plus contract-based support |
| Location:       | Portland, Oregon  |

The Executive Director works in collaboration with the Artistic Director and the Board of Directors to produce anything-but-ordinary musical programming and multi-disciplinary collaborations that defy the boundaries of the traditional concert hall.

We are seeking an imaginative, multi-talented leader who is not only passionate about new music, but also a skilled operator with proven success in fundraising and development, event production, marketing, financial management, and community outreach. This role is based in Portland, Oregon.

### About Third Angle New Music

Third Angle New Music's mission is performing, presenting, and recording adventurous contemporary sonic works while commissioning new works from a diverse spectrum of composers. Based in Portland, Oregon, the organization has earned abundant critical acclaim for its bold and innovative programming, high artistic standards, and tireless efforts to bring music of the 20th and 21st centuries to audiences.

Third Angle has a high degree of musical flexibility performed by core musicians as well as top local, national, and international musicians to play everything from percussion to bagpipes, and even a Chinese pipa. The organization has created and presented more than 175 programs of contemporary music, commissioned more than 125 new works, released 14 recordings to critical acclaim, and is currently recording Philip Glass' *1000 Airplanes on the Roof*.

## Key Responsibilities

The Executive Director works in collaboration with the Board and the Artistic Director, supported by a full-time administrative assistant, production manager, and a variety of contractors and vendors. The person in this role is responsible for organizational leadership and oversight across several key areas:

- **Strategic planning:** Collaborate with the Board to design a long-term vision for the organization; lead initiatives to develop policies and practices that promote transparency, collaboration, racial equity, and social justice
- **Fundraising and development:** Create and execute annual fundraising plans; lead fundraising and friend-raising efforts; develop and manage relationships with individual and corporate patrons and sponsors; oversee the grant application process; identify new grant opportunities and cultivate relationships among foundation and corporate leaders; identify and cultivate donor and sponsorship opportunities
- **Administration:** Manage the daily business of the organization; supervise support staff and contractors/vendors; maintain organizational documents
- **Communications:** Develop comprehensive annual marketing/advertising/publicity plans for the organization and oversee their implementation
- **Finance:** Oversee management of the organization's finances; maintain detailed financial records; prepare, present for Board approval, and manage the annual operating budget
- **Community outreach:** Be a public face and spokesperson for Third Angle; champion education and outreach programs that support the organization's mission
- **Other duties** as requested by the Board of Directors

## Qualifications

- Passion for the arts; knowledge of new music preferred
- Minimum 3 years experience in fundraising, performing arts management, administrative and grant writing
- Demonstrated success leading and mentoring staff
- Experience in nonprofit financial management and reporting
- A track record of successful cultivation, solicitation, and stewardship of major gifts
- Computer proficiency and social media fluency, including experience with Excel, databases, and QuickBooks
- Willingness and ability to work in a variety of situations and circumstances with a variety of people

- Must maintain a valid driver's license with access to a car for local and some regional travel
- Physical requirements: During non-concert weeks, the person in this role works primarily at a desk or is otherwise involved in activities requiring little lifting, climbing, or working in tiring positions. During concert weeks, lifting of up to 40 lbs. and standing for long periods of time may be required.

### Compensation and Benefits

- \$64,000 - \$70,000 annual salary, based on experience
- 7 paid holidays and 10 PTO days to start, with generous PTO increases in subsequent years of employment
- Professional development dollars and a monthly health stipend
- Flexible work schedule (all work is remote except for in-person meetings and events)

### To Apply

The classical music world has not traditionally reflected or included the depth and diversity of the world as a whole—particularly Black and brown folks, people from working class backgrounds, differently abled people, and the LGBTQ+ community. We acknowledge the historical exclusion that these groups have faced in the new music ecosystem, the systems of oppression that have perpetuated this exclusion, and—in spite of it all—the profound impact that artists from marginalized communities have had on new music. We are committed to celebrating the contributions of historically marginalized groups, and we strongly encourage applications from people with these identities.

Please email your completed application with the subject heading “Executive Director Position” to [jobs@thirdangle.org](mailto:jobs@thirdangle.org). Applications must include:

- Cover letter
- Resume
- List of three professional references with email and/or phone contact information
- Up to three examples of your professional writing for fundraising or marketing
- Diversity statement (300-500 words): Please share your experience with diversity, equity, and inclusion work and explain how you would approach Third Angle's pledge to work actively against inequity, racism, and anti-Blackness in the arts.

### Hiring Process

- Applications submitted without all requested items will not be considered.
- All questions and comments should be sent via email to [jobs@thirdangle.org](mailto:jobs@thirdangle.org). Please do not contact Third Angle personnel or Search Committee members directly, and please allow up to 2 business days for a response.
- Completed applications will be reviewed beginning May 15, 2024. Semifinalists will be notified by May 24, 2024. Ideal start date for this position is on or before July 1, 2024.
- First interviews will be held via Zoom. Accommodation requests are welcomed.
- Offers of employment will be contingent upon the results of a background check.

## Our Values

For almost 40 years, Third Angle has been committed to providing an environment that is free of discrimination. Actions, words, or comments based on an individual's sex, race, ethnicity, age, religion, marital status, military status, disability, sexual orientation, political ideology, or any other legally protected characteristic are not tolerated.

At Third Angle New Music, it is our objective that our organization, programming, and community reflect the true diversity and vitality of new music. We are proud signatories of the New Music Equity Action (NMEA) Pledge. We are committed to the long-term responsibility of working actively against inequity, racism, and anti-Blackness in our field. We are crafting a comprehensive five-year cultural equity plan for our programming, commissioning, and artistic collaborations to fully reflect the diversity of the United States and its most diverse communities.

## Equal Employment Opportunity Statement

Third Angle New Music is committed to a policy of equal employment opportunity. We will not tolerate discrimination on the basis of race, age, religion, color, creed, sex (including pregnancy), sexual orientation, gender identity or expression, national origin, physical or mental disability, marital or veteran status, family relationship, genetic information, or status in any other legally protected group. We expect every employee to embrace and apply these principles of equal treatment to each other and to our customers.

This policy applies to all personnel actions, including recruitment, hiring, training, transfer, promotion and demotion, compensation and benefits, evaluation, discipline, and termination. This policy reflects our belief in the worth of each individual. We believe that providing equal opportunities for all employees is both our moral responsibility and a good business practice.