



Job Posting:

Historic Brass Society General Manager

The Historic Brass Society is a global community that unites and educates all who are interested in historic brass instruments, their music, use and culture. HBS hosts regular conferences, produces publications including the *Journal* and *Historic Brass Today*, and maintains a worldwide membership.

The HBS is seeking applications for the position of General Manager. The successful candidate will show evidence of skills as arts-related nonprofit staff worker. Responsibilities include overseeing operational tasks in coordination with the Executive Committee and Board of Directors as outlined below. Our ideal candidate will have excellent written and verbal communication skills, good computer/electronic skills, and excel at initiative and organization. Experience in marketing and grant writing is encouraged but not required if the candidate is willing to strengthen these skills. The candidate may work from any location and area of the country.

Job Summary and Salary:

This position pays \$4500 yearly, billed monthly. The General Manager will work remotely for 20 hours per month at \$18.75/hr (\$375 paid monthly, any unused hours to roll into the next month and hours in excess subtracted from the following month), working from your location. The General Manager will report to the HBS President and will be initially hired in a three month interim role, with a performance review and subsequent agreements to follow.

Duties and Responsibilities:

- Assist the Secretary for membership management including new members and renewals, email and physical mail campaigns, back issues and missing issues service requests and other tasks as requested
- Website Content management
- Resource and Membership Development
- Documentation of the workflows and step-by-step processes for all duties typical to the position of Office Manager in Google Drive

- Assistance in organizing and indexing Google Drive and other content tools so that executives, board members, committee members, staff and others can easily find information in our "virtual office."
- Assistance in documenting the roles and workflows of other executives and staff members
- DOI registration
- Other duties as assigned by the President or Board of Directors

Job Requirements:

Bachelor's Degree or equivalent, with experience in non-profit organization and management, including familiarity with finances and marketing. Arts, design or musical experience is encouraged but not required.

Please send a cover letter (email or regular mail) that addresses the duties and responsibilities, and resume including examples of non-profit experience, to the address below. Email submission is encouraged:

Dr. Joanna Hersey, Secretary, HBS
1304 Franklin Ave
Laurinburg, NC 28352
membership@historicbrass.org

Review of Applications will begin June 15, 2023 and continue until the position is filled.