

Friends of the Kotzschmar Organ | ChoralArt

Portland, Maine

www.foko.org www.choralart.org

Executive Director Position

June 2016

Friends of the Kotzschmar Organ and ChoralArt embarked on a collaboration for the benefit of both organizations in 2014. As agreed by their respective Boards, FOKO and ChoralArt share an Executive Director, Administrative Assistant, office space and equipment, and generally work with the same outside consultants, such as marketing and public relations professionals, to streamline administrative efforts. This has proved to be a positive alliance for the two organizations, and we will continue to explore ways to become more effective by sharing resources. At this time, we are seeking a full-time Executive Director who will serve both organizations and help strengthen our collaboration.

The population of the City of Portland is 66,000, and the greater metropolitan area is 204,000. A culturally diverse city, Portland includes vibrant African and Asian communities. Portland is often praised for its setting and access to nature, its award-winning cuisine, lively nightlife, and its commitment to arts and culture. It is large enough to be diverse and endlessly interesting, yet small enough to retain a strong sense of community. It has much of its 19th century architecture, landmarks and flavor, and its adventurous spirit is woven into the region's fabric.

Friends of the Kotzschmar Organ

The Friends of the Kotzschmar Organ is a 501(c)(3) organization authorized in 1981 by the City of Portland, Maine, to preserve, maintain and promote the organ through public concerts and education programs.

FOKO is governed by a Board of Directors, and has a part-time Executive Director and a full-time Administrative Assistant. The 2016-2017 operating budget is \$240,000. FOKO has an investment account of approximately \$500,000.

Municipal Organist Ray Cornils has been FOKO's artistic director and a performing artist for 26 years. The Municipal Organist reports to FOKO's Board President. Mr. Cornils is Portland's tenth Municipal Organist, and his programs for the mighty Kotzschmar show its grandeur and his great love of pipe organ music to the delight of the audiences. A natural

educator, his successes in classrooms and with adult learners are creating audiences and organists of the future.

FOKO offers three classical concerts and one pops concert in August, plus a Kotschmar Organ Day, featuring a six-hour “performathon” with participating local organists and organ tours. From September until March or April, there are four to six concerts that offer classical, pops, silent film accompaniment, holiday and family programs. The Municipal Organist performs one of the August classical concerts, the holiday concert, and an occasional family concert. The organ is used for graduations, with the University of Southern Maine’s youth ensembles, and as part of the Portland Symphony Orchestra’s “Magic of Christmas” concerts.

Audiences of more than 1,600 for the “Christmas with Cornils” concert nearly fill Merrill Auditorium, while audiences for the other concerts range from some 250 to more than 600. In the 2015-16 season, the Kotschmar organ was heard by more than 40,000 adults and children.

The recently renovated, acoustically excellent Merrill Auditorium is owned and operated by the City of Portland and located in the City Hall building in downtown Portland. The Merrill Auditorium box office, PortTIX, is operated by the partnership of the Portland Symphony Orchestra and Portland Ovations.

FOKO’s education programs include an extensive in-school program, using Kotschmar Jr., a portable pipe organ designed with Plexiglas sides for easy viewing, which resides in the classroom during residencies, and the Meet the King of Instruments Youth Concert for grades 3-8. Curricula for *Kotschmar 4 Kids* consists of units on J. S. Bach, O. Messiaen and sound wave energy. These units are under revision to better address the STEM standards, and include study units for web-based instruction on sound wave energy and an exploration of a pipe organ’s mechanics.

A docent training program to educate interested volunteers in the history and workings of the Kotschmar and who lead tours of the organ provides a volunteer base for other FOKO activities. Lectures and presentations are given regularly to community groups, service organizations and at retirement communities.

Kotschmar Organ

The Kotschmar Organ, one of Portland’s nationally recognized treasures, is the United States’ first municipal organ. Built by the Austin Organ Co. in 1912, it was the second largest concert organ at that time in the world. Gifted to the City by publishing magnate, Cyrus H. K. Curtis in memory of his music teacher and namesake Hermann Kotschmar, the organ has

delighted citizens of Portland and visitors from around the world for 104 years. The Kotzschmar Organ is in pristine condition, as it underwent a complete renovation by the nationally-recognized organ builder Foley-Baker, Inc., from 2012-2014. It is considered an iconic instrument by organ lovers worldwide.

ChoralArt

ChoralArt* is a 501(c)(3) organization, established in 1972 in Portland. Dedicated to advancing the art of choral singing through performance, collaboration and outreach, the organization is composed of approximately 100 singers who participate in one or more of three distinct ensembles: ChoralArt Masterworks (100 voices), ChoralArt Singers (50 voices), and ChoralArt Camerata (16 voices). Chorus members are talented and committed amateur musicians, selected through a rigorous audition process. Led for 37 years by Music Director Robert Russell, CA has earned a reputation for quality performances of major works, commissions of new works, innovative programming and creative collaborations.

Governed by a Board of Directors, ChoralArt has five part-time salaried employees: Music Director, Accompanist, Executive Director, Chorus Manager, and Administrative Assistant. The 2016-2017 operating budget is \$136,000. CA has an investment account of approximately \$85,000.

The Executive Director and Administrative Assistant positions were new additions to the CA staff two years ago. Until that time, the organization had functioned with a part-time Manager, who had no responsibilities for overseeing general operations such as finance and budgeting, marketing, communications and fundraising. Those areas were handled primarily by individual volunteers or committees, with varying results. After an intensive strategic planning process, the Board of Directors decided to hire a part-time Executive Director to help professionalize administration and operations, provide a sense of overall direction for volunteers, and strengthen relationships with other arts organizations.

ChoralArt is a participating member corporation. Since the bylaws specify that not more than 40% of Directors may be non-singing members, the Board of Directors is composed of 60% chorus members.

ChoralArt Masterworks regularly sings with the Portland Symphony Orchestra, and has performed works by Beethoven, Berlioz, Bernstein, Brahms, Haydn, Janacek and Puccini, among others. ChoralArt has collaborated with the Portland Ballet Company in such works as Orff's *Carmina Burana*, Mozart's *Requiem*, Bach's *Mass in B Minor* and Karl Jenkins's *The Armed Man: A Mass for Peace*. ChoralArt's most recent collaboration with FOKO was "Grand Opera Meets the Mighty Kotzschmar," a concert of well-known opera choruses that featured

soloists from the Metropolitan Opera and organist Randall Mullin with the ChoralArt Masterworks. Audience numbers vary from year to year, depending on the venues and repertoire performed. An average annual attendance is some 8,500 people.

**The name ChoralArt is a result of a rebranding process to elevate the awareness of the organization as it enters its 45th season.*

Executive Director Position

The Executive Director provides leadership and vision to fulfill FOKO's and CA's respective missions and achieve their goals for outstanding concerts, enriching education programs, financial stability and community engagement. S/he is responsible and accountable for all aspects of FOKO's and CA's operations, including strategic planning, artistic administration, fundraising, marketing, communications, budgeting and financial management, concert production, education programs and community engagement. S/he will work with the Municipal Organist and with CA's Music Director to guide programming with respect to financial and administrative issues.

The Executive Director develops and implements the annual operating budgets. S/he ensures that FOKO and CA achieve annual and long-term goals for contributed income, and gives impetus and support to the fundraising efforts of each Board of Directors. S/he represents FOKO and CA throughout the community, and leads fundraising and advocacy efforts with individual donors, corporations, foundations and government agencies. S/he actively seeks out opportunities for productive partnerships and collaborations with other people and organizations.

A performance review will occur annually with each organization's board president and his/her designated colleagues, and will be based upon a small number of mutually agreed-upon goals set in advance of each organization's next fiscal year.

Candidate Profile

The ideal candidate will be an experienced not-for-profit performing arts executive with proven leadership ability, excellent management skills, and a record of success with fundraising, audience development and community engagement. Preferably, s/he will have a strong working knowledge of music and the ability to ensure artistic quality and growth of the organization. A thorough understanding of the challenges facing performing arts organizations, one of which maintains a City of Portland capital asset, and the creative vision to address these challenges effectively are necessary requirements.

S/he will have experience working with and supporting volunteers; experience with concert production; supervisory experience; excellent verbal and written communication skills; and proven relationship-building skills. S/he will have strong computer skills including Microsoft Office, Quickbooks, donor management software (currently using Donor Perfect), and digital marketing (Constant Contact, Facebook, WordPress, etc). S/he will live in Greater Portland.

Compensation

Compensation, including benefits, is competitive and commensurate with experience and qualifications.

How to Apply

Please submit cover letter and resume to the Search Committee online at info@foko.org, inserting "Executive Director Position" in the subject line. The deadline for applications is August 15, 2016. No telephone inquiries or recruiter contacts, please.

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