

## **Friends of the Kotschmar Organ (FOKO)**

### **Executive Director**

#### **The Kotschmar Organ**

The Kotschmar Organ is one of Portland's nationally recognized treasures, housed in the historic Merrill Auditorium in the Arts district of Portland, Maine. After a devastating fire in 1908, the organ was a gift to the City from publishing magnate, Cyrus H. K. Curtis in memory of Hermann Kotschmar, his music teacher and namesake. It is suited to all musical genres from classical to jazz to rock and appeals to every kind of music lover: children, adults, amateur listeners, music experts. The annual performance schedule includes a Halloween silent film accompanied by a thrilling organ soundtrack, a Christmas season celebration featuring the Kotschmar Brass and special guest vocalists, a guest performer and the Bach Birthday Bash celebration of J.S. Bach's birthday in March, each year,

When it was built by the Austin Organ Co. in 1912, it was the second largest in the world. The organ has five keyboards, one pedal board, 305 keys, and 7,101 pipes; including 1,500 located above the auditorium's ceiling. The windchest is large enough to hold 40 people even while the organ is being played. The organ underwent a complete multimillion dollar renovation by Foley-Baker, Inc., during 2012-2014 and continues to delight citizens of Portland and visitors from around the world after more than 109 years.

#### **The Friends of the Kotschmar Organ (FOKO)**

FOKO is a non-profit organization authorized in 1981 by the City of Portland, Maine, to preserve, maintain and promote the Kotschmar Organ through public concerts and engagement programs. FOKO is governed by a Board of Directors, who employ an Executive Director and an Administrative Assistant. The Municipal Organist reports to the City of Portland and to FOKO's Board President and is an ex officio member of the Board of Directors. The annual operating budget is \$250,000, and the invested funds account is approximately \$1,000,000. The population of the City of Portland is 66,000, and the greater metropolitan area is 220,000. A culturally diverse city, Portland is home to vibrant African and Asian communities.

#### **The Executive Director (ED)**

The ED provides leadership and energy to fulfill FOKO's mission to present outstanding concerts for all ages. Working with the Municipal Organist to produce Board-approved concert programming, the Executive Director is responsible and accountable for FOKO's operations. Working with the Board, Municipal Organist and volunteers, ED enables community engagement.

- Develops and implements annual operating budgets within annual and long-term goals for audience growth and contributed income.
- Is recognized as the public face and voice of FOKO
- Actively seeks out opportunities for partnerships and collaborations with other music, arts and media organizations in the greater Portland community.

- supports the fundraising efforts of the Board of Directors by leading fundraising and advocacy efforts with individuals, corporations, foundations and government agencies.

### **Candidate Profile**

The successful candidate is an experienced not-for-profit executive with proven leadership ability, excellent management skills, audience development, fundraising and community engagement. The position requires the creative energy to address the challenges facing performing arts organizations. She or he will have an interest in music, promotion of musical performances and facilitating new ideas from the Municipal Organist, Board members and vendors.

The Executive Director manages production of concerts or other complex events. Comfort with public speaking and presentation, excellent verbal and written communication skills and proven relationship-building skills are necessary. The ED enthusiastically conveys to others a passion for FOKO's history and mission. Relevant working knowledge of traditional marketing outlets and social media platforms are required to best connect with current audiences and future supporters. Experience supporting governing boards and providing leadership to volunteers are required as are skill with office organization, Microsoft office, budgeting and financial reporting using Quickbooks, and experience with DonorPerfect (or similar database).

This position requires attendance and participation at weekend and evening performances and events. The position reports to the President, Board of Directors or designate. A performance review will occur annually with the 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.

## **MAJOR RESPONSIBILITIES:**

### **Public Relations and Marketing**

Implements marketing activities as approved by Board and consultants. \*\*\*  
Coordinates marketing activities with vendors of advertising and printing services.  
Drafts or acquires text and media for marketing pieces, program notes and organist.  
Takes a visible leadership role in promoting the Kotzschmar at performances and serves as an ambassador for FOKO at public events.  
Interacts and collaborates with counterparts in musical and cultural organizations.

### **Performance coordination**

Implements approved programming in coordination with the Municipal Organist.  
Coordinates contractual and logistical matters with visiting performers.  
Prepares programs and ticketing/seating arrangements for performances.  
Coordinates with City of Portland staff for use of Merrill Auditorium.

### **Administrative and Financial Operations**

Performs banking, accounting, insurance and purchasing tasks. \*\*\*  
Assures communication and information resources and technology. \*\*\*  
Directs and supervises staff and volunteers.

### **Fund-raising**

Oversees mailings and database maintenance for donor solicitations. \*\*\*  
Researches funding sources.  
Submits grant applications for program support.  
Participates with Board members in personal solicitations for support.

### **Education and Community Engagement**

Facilitates Community Engagement activities.  
Trained docents conduct walk-through tours of the wind chest, console and pipes to visitors and business groups.  
Opportunities are provided for children and adults to experience the portable "Kotzschmar Junior".

### **Board relations**

Communicates regularly with Board and committees.  
Maintains and distributes information for Board of Directors and Advisory Board. \*\*\*  
Retains attendance records and meeting minutes.

**Other tasks as assigned** \*\*\* may delegate to staff or contractors

### **Compensation**

Compensation is competitive and commensurate with experience and qualifications.

*Please note that the search committee will be pleased to receive resumes and applications from candidates who might not meet every requirement but who think that their experience and energy are responsive to our needs.*

For more information, please see: [www.foko.org](http://www.foko.org).

