

BACKGROUND

Friends of the Kotzschmar Organ (FOKO)

The Kotzschmar Organ

The Kotzschmar 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 Kotzschmar, 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 and music experts. The annual performance schedule includes a Halloween silent film accompanied by a thrilling organ soundtrack; a Christmas holiday season celebration featuring the Kotzschmar Brass and special guest vocalists, a guest performer and the annual "Bach Birthday Bash" celebration of J.S. Bach's birthday in March.

When it was built by the Austin Organ Co. in 1912, The Kotzschmar Organ 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 110 years.

The Friends of the Kotzschmar Organ (FOKO)

FOKO is a non-profit organization authorized in 1981 by the City of Portland, Maine, to preserve, maintain and promote the Kotzschmar Organ through public concerts and engagement programs. FOKO is governed by a Board of Directors, who employ an Executive Director and an Executive Assistant. The Artistic Director and Municipal Organist reports to the FOKO's Board President, is appointed by the City of Portland and is an ex officio member of the Board of Directors. The annual operating budget is in excess of \$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.

For more information: www.foko.org

Executive Director (ED)

Leadership and energy to fulfill FOKO's mission of presenting outstanding concerts for all ages are essential. The ED enthusiastically conveys a passion for FOKO's history and mission. The ED Implements the Artistic Director/Municipal Organist's performance of Board-approved concert programming. The ED is responsible and accountable for FOKO's operations. The position requires creative energy to address the challenges facing performing arts organizations.

Responsibilities

- Manages production of concerts and other complex events.
- Increases audience by engaging new community groups and individuals.
- Develops and implements annual operating budgets consistent with the organization's mission.
- Seeks out partnership and collaboration opportunities with other music, arts and media organizations.
- Conducts fundraising with individuals, corporations, foundations and government agencies.
- Supports advocacy efforts and personal fund-raising by the Board of Directors.
- Supports Boards and Committees.

Candidate Profile

The successful candidate is an experienced not-for-profit executive with:

- A desire to lead others in advancing the organizations mission
- Interest in music and performance production
- Management skills,
- Ability to communicate clearly, providing relevant information that engages the target audience
- Expertise in audience development, community engagement. public speaking and presentation.
- Working knowledge of traditional marketing outlets
- Active engagement with social media platforms
- Working knowledge of budgeting and financial reporting (Quickbooks)
- Experience with donor database operation (DonorPerfect or similar)
- An ability to develop and sustain trusting relationships with stakeholders, including the Board of Directors and its committees
- History of recruiting and leading of volunteers

Working Conditions

- The position reports to the President, Board of Directors or designate.
- A performance review will occur annually with the board president and designated colleagues based on a small number of mutually agreed-upon goals.
- Compensation is competitive and commensurate with experience and qualifications.
- Participation at evening and weekend events on a flexible schedule is expected.
- No job description completely defines all aspects of a particular position. As such, this position is subject to direction from the Board of Directors and the assignment of additional or different duties.

To apply:

Provide letter expressing interest, resume', 3 references

Application deadline: April 27, 2022

Start date: May 16, 2022 (negotiable)

Mail to: Friends of the Kotzschmar Organ, PO Box 7455, Portland, ME 04112

Or email to: director@foko.org