



Director

The Grand Marais Music Collaborative (GMMC)

Organization overview:

The Grand Marais Music Collaborative (the GMMC), a not-for-profit 501 (c)(3) organization established in 2015, promotes the social and cultural welfare of the region by fostering a high-quality musical experience for local and regional audiences. The GMMC programs are designed to develop and promote musical performance skills, character, leadership skills, integrity, and self-discipline, in an environment of teamwork and diversity.

Job Purpose:

The GMMC is currently seeking to raise the profile of the organization by hiring an experienced Director to formalize and execute on its mission and goals and to set up the GMMC for ongoing success. The Director will help to develop and drive the GMMC's strategies and will be responsible for the overall execution of the GMMC's goals and initiatives on an annual basis.

Reporting Relationships:

The Director will work under the direction of the Board Chair and efforts will be supported by the GMMC Board members. Support will also come from partnerships with various local and regional entities and individuals, including Visit Cook County, the City of Grand Marais, WTIP, Cook County, Cook County Sheriff, The State of Minnesota, The North Shore Music Association, North House Folk School, Cook County Schools, Great Expectations School, and The Lions Club.

Commitment:

This is a newly created part time role, with time commitment estimated at 0-6 hours per week on average. (There will be flexibility as far as timing for completion of some of the responsibilities, exceptions being those that are deadline driven such as filings, payments, music festival and other program and event commitments).

Essential Duties and Responsibilities:

The Director will manage strategy and execution for all GMMC programs and initiatives, and along with the Board and other stakeholders will develop a roadmap for the future growth of the organization and its programs. Responsibilities will include, but are not limited to:

- Fundraising, promotion, and grant applications process, to include identifying and pursuing new options for grant opportunities
- Developing and managing budget, location, and marketing strategy for the annual Stars of the North Music Festival, to include coordination with park board, the city, liquor authorities, vendors, and accountants
- Organizing the GMMC Lessons Program, including course schedule and offerings, coordination of student and teachers/mentors, communication with parents, and lesson budget
- Managing the calendar, communications, and logistics for the subsidized Music in the Park program
- Managing cash balances and other activities required to maintain legal and professional certifications such as:

- Secretary of State filings
- Insurance
- PO Box
- Managing subcommittees of the GMMC and volunteers
- Organizing and hosting virtual meetings (ex: via Zoom)
- Helping to identify opportunities to expand and grow GMMC programs and initiatives
- Developing and executing a marketing communications strategy to build awareness of the GMMC within the community and region, utilizing the various types of media available, with heavy emphasis on social media

Experience, skills and attributes:

- Minimum 2 years of experience and accomplishments in a similar role (for example, experience gained in some of the following: not-for-profit, fundraising, event coordination, budgeting, music industry, etc.)
- Comfortable and adept at interacting with and influencing a variety of stakeholders to get things done on behalf of the GMMC
- Great enthusiasm for live music, with a sensitivity to musician's needs and a good understanding of the artistic mindset
- Inquisitive mind, with the ability to bring new ideas to the table, work independently and proactively, and have a comfort level with a certain amount of ambiguity
- Effective and clear communication skills
- Strong organizational, analytical, and planning skills with good attention to detail
- Highly self-motivated, with the ability to juggle a variety of tasks and effectively balance priorities
- Strong computer skills, including website development and maintenance
- Knowledge, interest, and experience with social media platforms to ensure the GMMC has a strong online presence; in addition, ability to identify and use other media opportunities (radio, newspaper, etc.) as appropriate

Education:

A four-year degree is preferred.

Location:

Grand Marais, MN (Ideally candidates will be located within the community; some work may be completed remotely as needed; candidates with seasonal residence in the area may be considered)

Salary:

This will be a paid position.

Contact:

Please send an email expressing your interest, along with your résumé and/or summary of relevant qualifications and experience, to:

Todd Miller

Founder, Board Chair

todd.miller@thegmmc.org