

## **Cantabile Youth Singers of Silicon Valley**

**Position: Executive Director**

**Location: Los Altos, CA**

**Position Status: Full-time, with competitive salary and benefits package**

### **Position Overview**

The Executive Director position for Cantabile Youth Singers is the top administrative and operations position and has responsibility for cross-functional strategic thinking and planning, as well as active engagement in the day-to-day operations of the organization. You will be the chief of operations who directs a high functioning team and the chief marketing/development officer who knows how to reach and engage the community of students, families, and philanthropic organizations. You will oversee all administrative staff and contractors and collaborate directly with the Artistic Director of Cantabile and members of the Board of Directors. This position requires an entrepreneurial and hands-on orientation as well as a passion for youth arts education.

### **Responsibilities**

- Provide administrative leadership and personnel management
- Develop and deliver the annual strategic business plan and operating budget as well as monthly financial forecasts
- Provide regular operational, enrollment, and financial updates to Board of Directors
- Partner with Artistic Director to create Cantabile's season calendar
- Coordinate logistics for Cantabile workshops, retreats, concerts, and other events
- Manage concert ticket production and sales
- Develop and lead the solicitation and cultivation of key donors
- Work with the Board of Directors' Development Committee Chair to create and coordinate all aspects of Cantabile's Development strategy
- Coordinate annual special events (currently a gala dinner/auction event/music commissioning events)
- Create and execute marketing communication strategy to drive awareness and interest from new students through website, online advertising, and social media
- Manage and lead the registration process for all choirs
- Collaborate with Artistic Director to plan and execute annual tours
- Actively build relationships with Cantabile families
- Initiate and administer all independent contractor, guest artist, and venue contracts

### **Qualifications**

- Bachelor's degree required. Master's degree preferred
- Minimum of five years in administrative or teaching function within a school, educational, or community program
- Experience supervising staff or faculty
- Experience in producing concerts and events
- Project management skills to develop and manage project schedules and drive to deadline
- Facility with Google Docs or Microsoft Office (Word, Excel, PowerPoint)
- Excellent written and verbal communication skills
- Ability to communicate easily and effectively with multiple constituencies (parents, board members, and the public)
- Ability to multitask and handle a fast-paced work environment

### **Top 5 Signs That You're a Strong Candidate**

- You love music, and you're passionate about education

- You like building and being part of a high performing team, and you have the ability to organize and motivate people to accomplish goals
- You understand how to be flexible, but deliver results
- You enjoy being the face of an organization and building relationships with members of the community
- You run a tight financial ship

## To Apply

Submit a cover letter and resume electronically to [careers@cantabile.org](mailto:careers@cantabile.org). The position is open only to those with current work permission and visa to work in the USA. Professional references will be required from the selected candidate.

## About Cantabile

Founded in 1994 by music educator Signe Boyer and guided by the artistic leadership of Elena Sharkova since 2004, Cantabile Youth Singers of Silicon Valley is an international award-winning program providing outstanding music education, vocal training, and performance opportunities to the young people of Silicon Valley. Through weekly rehearsals, vocal master-classes, seasonal concerts, recitals, and festivals, over 300 singers of ages 4 to 18 engage their hearts and minds in joyful, creative learning that fosters such life skills as pursuit of excellence, self-discipline, tenacity, leadership, and teamwork. Cantabile's innovative curriculum includes mindfulness and yoga, a focus on self-realization and compassion, and appreciation for the diversity of humankind, cultures, languages and the arts. Based on age and skill, Cantabile's choirs offer progressive levels of artistic and vocal challenge. Singers are organized into five performing ensembles and three levels of preparatory classes. In 2014, a Young Men's Division, currently under the direction of Jace Wittig, was added to provide opportunities for boys with changing and changed voices. Cantabile's advanced choirs *Vocalise*, *Aria*, and *Bravi* appear frequently with leading Bay Area arts organizations such as Symphony Silicon Valley, Cappella SF, Stanford Symphony, San Jose Ballet, Opera San Jose, and West Bay Area Opera and have recently performed with Kronos Quartet, visual artist Nene Humphrey, Multi-instrumentalist Laura Inserra and actor Ryan Gosling.