



Position Available: Executive Director

Application Deadline: September 15, 2010

Start Date: October 1, 2010

www.matafestival.org

**PLEASE EMAIL COVER LETTER AND RESUMÉ TO:
Nathan Koci, Operations Manager: info@matafestival.org**

The MATA Executive Director gets priceless, virtually one-of-a-kind opportunities to develop relationships and gather experience that can be critically important to his/her career.

Overall responsibility for day-to-day management and administration of MATA, reporting to the MATA board, and overseeing the activities of the Artistic Director (AD) and Operations Manager (OM). The ED serves on the MATA board, ex officio.

Tasks include but are not limited to: selection of venues and events (in tandem with Artistic Director), overseeing all fundraising activities, organizing benefit events, creating budgets, overseeing the annual call-for-scores and Interval concert season programming (with Artistic Director), and keeping the books (using QuickBooks).

Position requires a self-starter with ambition, talent, artistic and strategic vision, as well as tactical execution abilities. Organizational skills and ability to prioritize and delegate are vital.

Commitment: 15 hrs/week (10 hrs/week in office, 5 hrs a week in meetings or at home – Varies throughout the year, hours are somewhat flexible)

Annual Salary: \$17,000

Responsibilities include:

Executive:

- Brainstorms with/AD about new programs • Prepares core fundraising documents w/AD and OM • Chooses festival and event venues w/AD • Writes annual budget in consultation w/AD and Board Treasurer • Manages budget • Delegates all tasks in accordance with annual production schedule • Writes grant proposals (w/ OM and AD) • Responds to phone calls, snail mail and emails • Maintains relationships with foundations and individual donors • Hires extra staff and consultants as necessary, obtains and utilizes interns • Maintains high visibility in music community

Accounting:

- Keeps day-to-day accounting in QuickBooks • Enters and pays bills • Processes and deposits checks • Provides tax accountant with relevant documents • Issues 1099s to MATA artists/employees, as required

Administrative:

- Maintains an organized office • Maintains database • Issues thank-you letters (with OM) • Draws up contracts/letters of agreement • Files foundation final reports (with OM) • Prepares and updates board documents as needed • Obtains bios and program notes (with OM) • Prepares copy for program

Production:

- Liaises between tech staff, artists, AD, OM and Board • Oversees rehearsal logistics • Negotiates and oversees rentals, production purchases, except where covered by Technical Director • Organizes transportation, housing and other artist needs • Organizes venues and details of all festival events • Organizes management of box office, both advance sale and at the door • Designs implementation of new programs

Fundraising:

- Prepares/supplies necessary attached documents for grant proposals (in consultation with OM) • Prepares and sends fundraising letters (with AD) • Researches new sources of funding (with OM) • Follows up with benefit supporters

ABOUT MATA:

MATA is a non-profit organization that has, for the past fourteen years, been dedicated to commissioning and presenting works by young composers from around the world. MATA's directors are motivated by a desire to create community among young musicians, especially those whose work defies definition and doesn't fit into existing institutions. By providing young composers with a professional performance of their work, access to first-rate performers and valuable connections to colleagues, MATA nurtures their entry into American musical life.

Founded in 1996 by Philip Glass, Eleonor Sandresky, and Lisa Bielawa, MATA presents pieces by young composers on a 4-day festival, held each spring in New York City. This festival always features several works that MATA has commissioned specifically for the festival, performed by professional musicians from around the world. Performers on past MATA festivals have included the Boston Modern Orchestra Project, Gamelan Son of Lion, The Knights Chamber Orchestra, So Percussion, l'arsenale (Italy), Calder Quartet, Argento Ensemble, Nouvelle Ensemble Moderne, Either/Or, NOW Ensemble, Newspeak, VOX Vocal Ensemble, the Brooklyn Youth Chorus, and many more. In 2007 MATA initiated Interval, a bi-monthly concert series dedicated to young composers presented in conjunction with Brooklyn venue Issue Project Room. Each concert on the Interval series is curated by participants in our Curatorial Associate Program, an internship designed to teach young artists the basics of concert production and arts administration.

To date, MATA has commissioned over 50 works, and has presented over 250 performances of pieces by young composers. Composers who have been commissioned or presented by MATA early in their careers include Pulitzer-prize winner Jennifer Higdon, Derek Bermel, Yotam Haber, Annie Gosfield, Julia Wolfe, Nico Muhly, and Randall Woolf.

MATA holds an annual open call for scores, from which a panel of established composers selects composers who will participate in that year's festival. For most of these composers, the performance of their work on the MATA Festival or the Interval Series represents one of their first commissions or high-profile performances, and their first significant exposure to New York audiences.