



MOAB MUSIC FESTIVAL

music in concert with the landscape®

Job Description

Executive Director

Summary: The Executive Director (ED) is responsible for managing and overseeing the day-to-day activities of the Moab Music Festival and its personnel, in accordance with the mission. The ED is also responsible for implementing the strategic direction of the organization, comprehensively directing its finances, being fundamentally involved in development efforts, and working collaboratively with the Board of Trustees.

Reports to: The Executive Director serves at the pleasure of the Festival Board of Trustees and reports directly to the President of the Board and Executive Committee.

Areas of Responsibility:

Leadership, Staff Development, Board of Trustees

- Responsible for human resource planning, staff development, fulfillment, and management.
- Leads a talented direct staff of 7 to 10 professionals.
 - Music Director
 - Artistic Director
 - Director of Development and Community Engagement
 - Operations Director
 - Marketing and Communications Director
 - Box Office Manager
 - Stage Management
 - Artistic Administrator
 - Special Programs Manager
- Works with the Board of Trustees
- Coordinates with artistic leadership
- Collaborate with the Board of Directors in developing and executing the organization's vision and strategic plans.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization.

Operations and Program Management

- Responsible for the execution of strategy, tactics, and operations to deliver the MMF Festival successfully.
- Oversees all efforts that go into producing multi-day, destination/location venue performances with a world-class roster of artists.
- Responsible for negotiating and managing artist, venue, and transportation contractual agreements.

Financial, Fiduciary, and Development

- Responsible for MMF financial management and financial health.
- Fiduciary responsibility that supports a sound financial strategy for a 501(c)(3) non-profit entity.
- Responsible for leading MMF fundraising and development efforts.
- Responsible for financial reporting to the Board of Trustees.

Community Engagement and Outreach

- Responsible for driving MMF community and outreach programs.

Terms: Regular, full-time salaried employee. Standard benefit package.

How to Apply: Please submit via email a current resume/CV, cover letter, and contact information for three (3) professional references to jobs@moabmusicfest.org with the job title in the subject line.

MMF is an Equal Opportunity Employer.