

Executive Director

Apple Hill Center for Chamber Music – Nelson, New Hampshire

Apple Hill Center for Chamber Music seeks an Executive Director. Founded in 1971, Apple Hill is globally recognized for teaching and performing chamber music. Our 100-acre campus in Nelson, NH, hosts 300 students ages 13 to 85 from June through August, in small chamber music ensembles coached by a teaching faculty of 45 instructors. Apple Hill presents a popular Summer Concert Series on campus, and its resident string quartet conducts workshops and concerts worldwide throughout the year.

Position Summary:

The Executive Director will lead the development and execution of Apple Hill's artistic and educational programs. This role involves promoting cultural diversity, justice, and empathy, fundraising, community outreach, and collaborating with the board, staff, and volunteers.

Key Responsibilities:

Artistic & Production:

- Support the Apple Hill String Quartet, Apple Hill's resident ensemble, in their roles as artistic directors, performing concert artists, summer music directors, and artistic administrators.
- In partnership with the Quartet, develop and oversee the Summer Concert Series and Chamber Music Workshop.
- Plan and staff performances and events, including Playing for Peace tours and residencies.

Administrative:

- Support the Board of Trustees, prepare board materials, and attend meetings.
- Oversee the annual operating budget and financial goals.
- Manage contracts, invoices, and vendor payments and communicate regularly with outside bookkeepers.

Staff:

- Hire and manage year-round and summer staff.
- Ensure a healthy workplace environment, cultivating an employee-friendly and artist-friendly working environment that prioritizes diversity, inclusion and equity.
- Conduct staff evaluations and plan staff meetings and retreats.

Development:

- Lead fundraising efforts and cultivate donor relationships.
- Write grant applications and fundraising materials.
- Plan and develop fundraising events.

Building and Grounds:

- Oversee campus construction and repairs.

- Ensure compliance with health and building codes in partnership with building and grounds management.

Preferred Experience & Qualifications:

- Experience in nonprofit arts management, with a focus on artistic planning, education, and fundraising.
- Commitment to diversity and social justice.
- Strong organizational, analytical, and communication skills.
- Ability to manage multiple tasks and work flexible hours.

To apply, please submit a cover letter and resume to applehillrecruiting@gmail.com.