

Executive Director (Half-Time)

Buffalo Chamber Music Society (since 1924) – Buffalo, New York

The Buffalo Chamber Music Society (BCMS) seeks a part-time **Executive Director** to manage administrative operations, season planning, concert and artist logistics, marketing and communications, subscriptions, fundraising and finances. The ED works closely with the Board of Trustees to deliver world-class chamber music concerts and maintain strong relationships with artists, audiences, donors/funders and various community partners.

Responsibilities include:

- Managing all concert logistics, hospitality and artist needs.
- Planning seasons for the subscription series, free Gift to the Community concerts, educational outreach activities and special events in collaboration with the music committee.
- Coordinating fees, programs, contracts and schedules with artist managers.
- Producing concert programs, brochures, tickets, subscription mailings, news releases and fundraising materials.
- Overseeing marketing, advertising, audience development and website updates.
- Processing bills, payments, deposits and financial records; coordinating with the outside accountant.
- Managing membership/subscriber databases and donor communications.
- Writing grants and reporting outcomes.

Qualifications:

- Bachelor's degree or higher in music, arts management or a related field.
- Experience in arts administration or nonprofit management.
- Knowledge of classical music, preferably chamber music.
- Strong organizational skills; excellent written and verbal communication skills.
- Basic bookkeeping skills and experience working with financial documents.

Salary range: \$50,000-\$55,000, depending upon qualifications and experience.

Reimbursement for approved travel to conferences/conventions.

To apply, please send a cover letter and resume to buffchambermusic@gmail.com by February 28, 2026.