

City Sounds Management Categories

Governance

- Keep board invite docs updated.
- Keep board list updated on docs and website.
- Keep bylaws current.
- Recruit board members.
- Interview board members.
- Schedule monthly board meetings (secure location, send out emails, calendar invites).
- Prep agenda for board meetings.
- Conduct board meetings.
- Keep current board insurance.
- Receive resignations and coordinate thank yous.
- Schedule, plan and facilitate strategic planning annually.
- Identify and recruit key volunteers.

Fundraising

- Maintain a current/past funders list with contact info and last gift.
- Research and identify grant opportunities.
- Write and submit 2-5 grants per year.
- Query and confirm 30-50 sponsors per year.
- Field and educate incoming sponsors/ location queries.
- Identify potential new sponsors.
- Oversee board fundraising efforts.
- Manage public fundraising campaign.
- Create and update sponsor prospectus.

Accounting/legal

- Manage all invoices and payments systems with accounting firm.

- Manage tax prep with accounting firm.
- Manage the organizational insurance.
- Prep and execution of all contracts and agreements with vendors and sponsors.

Artist program

- Invitation letter + artists' database distribution
- Announcement via marketing channels.
- Contracting
- Artist orientation.
- Artist Selection process.
- Artist Management through painting process.
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Programming

- Oversee season opener event.
- Book talent for programs throughout the year.
- Seek and procure partner organizations for programming.

Studio

- Manage relationship with Mainframe.
- Manage sublease.
- Occasional management of access to studio.

Marketing

- Create and publish ongoing content to social media.
- Manage content creation for website.
- Funnel web content updates to marketing contractor.

- Manage any brand updates or programming brands with marketing contractor.
- Oversee creation of annual report with marketing contractor.
- Write press releases.
- Press interviews.
- Respond to all public inquiries about the project.

Piano Manangement

- Oversee piano donation system and inventory.
- Manage tuning schedule.
- Manage cover and lock procurement.
- Manage all delivery services.
- Manage Maintence and repair of pianos.
- Coordinate signage with marketing contractor and install crew.
- Manage install/destall and repair crews.
- Manage the relationship with all caretakers.
- Budget creation and management.
- Piano disassembly and disposal.