



www.matafestival.org

MATA Announces Opening for Artistic Director

Application Due:	Jan. 4, 2010
Interview Date:	Feb. 11, 2010
Start Date:	Early April, 2010
Email Only:	mmazzoli@matafestival.org

MATA, a 501(c)3 non-profit arts organization based in Brooklyn, announces an opening for its Artistic Director. For the past 13 years, MATA has been dedicated to its mission of presenting, promoting, and commissioning new works by young composers. The centerpiece of our programming is a 4-day festival held each spring in New York City. We also present a bi-monthly concert series called Interval and commission up to 4 new compositions each year. For more information, please visit www.matafestival.org.

Applicants should review the following job description and send a résumé with two references to Executive Director Missy Mazzoli (mmazzoli@matafestival.org).

Artistic Director – Job Description

Overall responsibility for content presented during MATA's annual Festival and Interval series, and reporting to the MATA Board of Directors. AD is point of contact between MATA and selected ensembles/performers and composers for all matters related to the performance of their work on Festival and Interval. Tasks range from the curatorial (selecting composers/performers and curating programs for the Festival; identifying Interval guest curators) to the organizational (copy writing and editing for both publicity/marketing and fundraising purposes). The position requires a broad knowledge of contemporary musical practices and communities (local, national, and international), strong organizational and interpersonal skills, and a clear, inclusive artistic vision. Key to the AD position is the ability to maintain high visibility in the music community as both a participant and audience member. Attention will be paid most closely to applicants who are currently active in the New York music community as a composer and/or performer. Along with the ED, the AD serves on MATA's Board, *ex officio*, thereby gaining access to invaluable opportunities to develop relationships potentially important to his/her own career. There is an **annual salary of \$10,000** for this part-time position.

Responsibilities include:

Annual Festival

- Chooses panelists/jurors for annual Call For Scores
- Oversees selection of composers/performers
- Curates all Festival programs
- Liaison between MATA and selected composers and ensembles/performers; sends confirmation notices in timely fashion
- Supplies information for (including technical data for each work) and participates in all production meetings with Festival staff
- Identifies venue(s) with ED

Interval Series

- Creates annual Call for Proposal for the Interval Curatorial Associate Program
- Primary contact with selected Curatorial Associates; sends confirmation notices in timely fashion
- Close consultation with Curatorial Associates, esp. regarding programming, personnel, and contextualizing activities

PR/Marketing

- Initial copy writing and editing/proofreading of all PR materials
- With ED, consultation with graphic designer/publicist/web designer on content editing and quality control

Fundraising

- In consultation with Board and ED, AD programs and selects composers/performers for MATA's annual Benefit concert
- Assists in preparing core fundraising documents w/ED, including proposal copy writing and budget development.
- Available for phone and person-to-person contact with donors

General

- Spend 10 hours per week at the MATA office, with an average of 5 additional hours outside the office
- Maintains high visibility in music community, i.e. attends and/or performs in 2 to 3 concerts per week
- Stays up-to-date on current trends and activity in the "new music" field (i.e. general awareness of concert events, critical commentary, etc.) in New York and beyond
- Brainstorms w/ED to envision MATA's immediate, upcoming, and foreseeable future
- Assists ED and Board Treasurer in writing annual budget