



**EMPLOYMENT OPPORTUNITY:
GENERAL MANAGER**

POSITION SUMMARY: The Knights, a Grammy Award-nominated orchestral collective, seek an experienced General Manager to plan and execute the orchestra's artistic projects, Home Season in Brooklyn, and touring activity. Reporting directly to the Executive Director, this role is a senior level position responsible for overseeing the internal operations of the ensemble and the production of all performances. The General Manager works in close partnership with the organization's two Artistic Directors, orchestra personnel, and two Associate-level employees to ensure The Knights' continued presentations at the highest professional level.

The ideal candidate is a highly organized, strategic, and resourceful leader with 5+ years in orchestral operations, touring, and/or stage management. Excellent communication skills, extreme attention to details, and ability to manage multiple projects at both short-and long-term planning is essential. Candidates should have familiarity with budgets, basic non-profit accounting, and creating contracts. This position represents The Knights in high-level conversations between agents, presenters, venues, soloists, vendors, and orchestra personnel and must be able to coordinate many details and projects at once. The ability to operate efficiently and calmly in a fast-paced environment are essential.

This position is full-time and will involve night and weekend presence during rehearsal and concert periods. In addition, the General Manager will accompany the orchestra on tour throughout the United States and Europe, ensuring the efficient and smooth operation of all logistics. Rehearsal and concert activity comprise approximately 12-15 weeks each season, with additional chamber events throughout the year.

He/she oversees a part-time Librarian and jointly oversees a full-time Administrative Associate. He/she reports to the Executive Director and Artistic Directors.

Responsibilities include, but are not limited to:

Artistic Planning

- Manage program planning process and deadlines, working with Artistic Directors, Programming Committee, Executive Director, and Opus 3 Artists
- Oversee personnel planning with Artistic Directors and Personnel Committee, in accordance with the organizational budget
- Forecast and manage project budgets for performances and tours
- Oversee programming database and calendar of activities

Concert Operations and Touring

- Secure rehearsal venues
- Ascertain technical and artist amenities with venue and technical staff

THE knights

- With Artistic Directors and Operations Committee, create stage plots and rehearsal schedules
- Issue payroll and vendor payments
- Rent instruments, chairs/stands, and technical equipment as needed
- Oversee part-time librarian in securing orchestral parts and folders
- Advance tour preparation and ascertain travel arrangements on tour, coordinating with Opus 3 Artists, Artistic Directors, Operations Committee, Executive Director, and presenters
- Communicate schedule information to the orchestra in advance and on-site
- Supervise and/or implement stage set-up and rentals at rehearsals and performances; ensure technical rider compliance, help to solve any on-site issues
- With Executive Director, oversee Administrative Coordinator
- Recruit and oversee Operations Intern(s)
- Assist Artistic Directors with related activities as needed

ABOUT THE KNIGHTS: The Knights are a Grammy-nominated orchestral collective, flexible in size and repertory, dedicated to transforming the concert experience and eliminating barriers between audiences and music. Engaging listeners and defying boundaries with programs that showcase the players' roots in the classical tradition and passion for musical discovery, The Knights have "become one of Brooklyn's sterling cultural products... known far beyond the borough for their relaxed virtuosity and expansive repertory" (New Yorker). The orchestra has toured and recorded with international stars such as Yo-Yo Ma, Gil Shaham, and Dawn Upshaw, and has performed in the world's most prestigious concert halls, including Carnegie Hall, Tanglewood, Hamburg's Elbphilharmonie, and Vienna's Musikverien.

In the past year, The Knights have released their critically-acclaimed album, *Azul*, featuring cellist Yo-Yo Ma, made their debut at the Kennedy Center in Washington, D.C., as part of the inaugural SHIFT: A Festival of American Orchestras, and toured Europe, including a week-long residency France's Easter Festival in Aix-en-Provence and the newly opened Elbphilharmonie. The Knights also traversed the United States in a six-city, five-state tour with Syrian clarinetist Kinan Azmeh and Israeli mandolinist Avi Avital. The 2016-17 Season also saw the launch of the orchestra's new Home Season in Brooklyn, in partnership with the downtown venue BRIC.

Kicking off one of their biggest years yet, The Knights begin a variety of new musical adventures in 2018 with dynamic collaborators and brand-new partnerships. In addition to their Home Season at BRIC, The Knights are premiering a new multi-disciplinary collaboration with renowned artist William Kentridge for the Park Avenue Armory in New York and the Tate Modern in London. The year also launches a new three-year partnership with Dumbarton Oaks in Washington D.C. and features a newly staged production of Bernstein's seminal opera *Candide* at Tanglewood in celebration of the composer's 100th birthday.

THE knights

Other recent activities include a US Tour with banjo virtuoso Béla Fleck; ten consecutive years of free performances in Central Park's Naumburg Bandshell; residencies at Dartmouth, Penn State, and Washington, D.C.'s Dumbarton Oaks; and summer festival appearances at Ravinia, Caramoor, Big Ears, and Tanglewood. Recordings include 2015's "instinctive and appealing" (*The Times*, UK) *the ground beneath our feet* on Warner Classics, featuring the ensemble's first original group composition; an all-Beethoven disc on Sony Classical Records (their third project with the label); and 2012's "smartly programmed" (*NPR*) *A Second of Silence* for Ancalagon.

Learn more at theknightsnyc.com.

COMPENSATION: Commensurate with qualifications and experience

APPLICATION PROCESS: Please send resume and cover letter by **February 9** to Shruti Adhar, Executive Director, at shruti@theknightsnyc.com. Please include subject heading "General Manager".