

Green Lake Festival of Music

Job Description: Executive and Artistic Director

26 January 2026

P.O. Box 569 • Green Lake, WI 54941

glfm.treasurer@gmail.com • www.greenlakefestival.org

Status: Year-round; Part-Time (approx. 0.6–0.7 FTE annualized). *Note: This position requires a full-time commitment during the Festival season (May 16–August 15) and offers a flexible, part-time/remote-friendly schedule during the off-season.* **Reports to:** Board of Directors **Location:** Green Lake / Ripon, Wisconsin

About the Opportunity

The Green Lake Festival of Music (GLFM), a 501(c)(3) nonprofit arts organization, seeks a dynamic leader with knowledge of, and passion for, the musical arts to guide the organization into its next chapter. Founded in 1979, the Festival's mission is to entertain, inspire, and educate through musical performances of the highest quality.

This is a unique professional opportunity ideal for candidates attracted to living and working in a welcoming small-town environment that blends the best qualities of university life and a resort community. The Festival operates primarily out of the Ripon College campus and the historic Thrasher Opera House¹ in Green Lake. The area offers a low cost of living, lively cultural communities, and easy access to Milwaukee, Madison, and the Fox Valley (Appleton, Neenah/Menasha, Oshkosh).

Position Summary

The Executive & Artistic Director serves as the chief operating officer and artistic leader of the Festival. You will provide vision, planning, and leadership for all Festival programs—including the Chamber Music Institute, Choral Institute, Composer Residency, and Concert Series—while managing the organization's financial health, fundraising, and community relationships.

Key Responsibilities

Artistic Leadership & Management

- **Season Planning:** In coordination with the Program Committee, shape a festival season that aligns with GLFM's mission. Direct and manage the programs listed above.
- **Staff Leadership:** Manage and mentor a small team including program directors, administrative staff, interns, and seasonal employees.
- **Operations:** Oversee guest artist logistics (housing, transportation, hospitality) and ensure high-quality production standards.

Development & Fundraising

- **Grant Strategy:** Direct and manage the writing and submission of government, foundation, and corporate grant proposals.
- **Donor Cultivation:** Work with the Board to cultivate relationships with individual donors and secure sponsorships for programs and scholarships.
- **Events:** Collaborate with the Gala Committee on annual fundraising and donor recognition events.

Community Engagement & PR

- **Ambassadorship:** Serve as the primary spokesperson for GLFM. Build relationships with regional media (WPR, WFMT) and community stakeholders (Chambers of Commerce, educational partners).
- **Marketing:** Review publicity materials and oversee the Festival's digital presence to expand audience reach.

Finance & Governance

- **Budgeting:** Manage an annual operating budget of ~\$325,000 and help monitor the \$1M+ endowment.
- **Board Support:** Work with the Board President to develop meeting agendas, retreats, and strategic initiatives. Assist in identifying potential new Board members.

Qualifications

- **Education:** Bachelor's degree in music, arts administration, business, or related field (or comparable demonstrated experience).
- **Arts Experience:** Substantial background in music (classical, jazz, choral) with a deep understanding of mission-driven arts administration.
- **Key Skills:**
 - Proven ability in fundraising, grant writing, or business development.
 - Strong financial literacy (budgeting, compliance).
 - Excellent written and verbal communication skills.
 - Proficiency with modern office technology and remote collaboration tools.
- **Attributes:** Self-motivated, disciplined, and capable of working effectively with diverse artists, donors, and community members.

Compensation & Flexibility

Total Compensation Value: \$50,000 – \$55,000

- *Flexible Structure:* To best support the successful candidate, this amount may be structured as a combination of **Base Salary** and **Tax-Advantaged Benefits** (such as a QSEHRA Health Reimbursement or Retirement contribution).
- *Example:* A candidate needing health coverage might opt for a \$49,000 Salary + \$6,000 Tax-Free Health Stipend. A candidate with existing coverage might opt for a higher taxable salary.
- **Additional Perks:** Flexible off-season schedule (remote work options August–May), professional development budget.

Application Process

Please send a cover letter, resume, and three references to **glfm.treasurer@gmail.com**

- **Subject Line:** GLFM Director Position
- **Deadline:** Review of applications will begin immediately and continue until **February 28, 2026**.

The Green Lake Festival of Music is an equal opportunity employer.

Notes:

1. *The Thrasher Opera House will be closed for remodeling during 2026*