

Friends of the Kotzschmar Organ

Municipal Organist, Portland, Maine
Job Description
January 3, 2017

The Municipal Organist serves as the Artistic Director of the *Friends of the Kotzschmar Organ* (FOKO) and has a working relationship with the President, Board of Directors, and Executive Director of the organization. FOKO shall give full consideration to the Municipal Organist's expertise in musical and artistic matters. There also exists a cooperative relationship with the City of Portland as the City's designated Municipal Organist.

The duties of the Portland, Maine, Municipal Organist shall include the following:

1. Performing solo recitals during the year, including at least one during the summer series and one during the artistic performance year, at a time mutually agreed upon. The Organist is also expected to play with the Portland Symphony Orchestra as requested.
2. Organizing and directing of all musical activities related to the Kotzschmar Organ, acting in consultation with FOKO in all matters relating to selection and engagement of guest artists to appear at Kotzschmar Organ concerts under FOKO sponsorship. It is understood that the Municipal Organist shall have the responsibility and privilege of proposing guest artists and that the FOKO board of Directors shall restrict its authority to approving or disapproving such proposals and the financial arrangements proposed for each guest artist. This is in collaboration with the Program Committee of FOKO who will advise and consent to recommendations.

Additional duties may include:

- A. Aiding FOKO fund raising programs to support the Kotzschmar Organ and the concert series.
- B. Approving use of the Kotzschmar Organ by any outside organization or individual.
- C. Providing general direction and supervision of all activities relating to the Kotzschmar Organ, organization of the several concert series, lectures and demonstration for organ crawls, open console, VIP groups or functions, school groups, and other interested groups and such other activities as FOKO may deem appropriate.
- D. Communicating with the Executive Director on a regular basis to coordinate the implementation of FOKO programs and activities.
- E. Submitting an annual written report of the activities of the Municipal Organist relative to Kotzschmar Organ matters covering the twelve months of each fiscal year of FOKO.
- F. Preparing informational articles for the PIPELINES newsletter and/or copy for Marketing Committee about artists and/or concerts.
- G. Serving as an ex-officio member of the Executive Board and Full FOKO Board and where appropriate, selected Board Committees.