



# RAINBOW CITY PERFORMING ARTS

## SEATTLE, WA

Dear Prospective Applicant,

On behalf of Rainbow City Performing Arts (RCPA), thank you for taking the time to look at our job opening for the Managing Artistic Director position. To learn more about us, we encourage you to visit our website to learn more about RCPA: [rainbowcity.org](http://rainbowcity.org).

RCPA is a dynamic and growing nonprofit performing arts organization that was founded in 1998. We have expanded since then to now operate five major performance ensembles and two additional sub-ensembles. Membership fluctuates with ensemble activity, but we have between 120 and 150 individual active members each quarter with many members in multiple ensembles. We also have a growing chamber ensemble program. RCPA serves to welcome all musicians and spinners to gain the opportunity for acceptance, growth, and visibility through our music programs. We also highlight and raise funds for local charitable nonprofits through our Community Partner program, we offer free membership to those with economic challenges through our Angel Fund, and we have a growing Scholarship Fund being awarded annually to a different LGBTQIA+ music student. We aim to grow our stability and visibility.

Our nonprofit operates with the work of over 50 volunteers and paid contractors to accomplish the work of our programs. Though each ensemble operates with separate staff, we coordinate all activity to ensure members can continue to play in as many ensembles as possible and that we have shared policies and procedures to ensure equitability of members and between ensembles. As our operations and scope grows, we will seek to transition more work to paid contractor roles.

We are looking for a Managing Artistic Director with experience leading an LGBTQIA+ ensemble for at least one performance season as well as having a master's degree or higher. Also beneficial is experience leading and managing a nonprofit as well as work in development. This role will lead management of the operations of all our programs and related contractors as well as taking a strong role in expanding development to more areas to generate revenue.

RCPA is committed to the following:

- **Collaboration:** Fostering a culture of affirmative support for the work that all our contractors and volunteers contribute to serve our members and our mission
- **Equity:** Providing access to all members regardless of ensemble or identity to resources and increasing as resources allow the proportion of work done for the organization that is compensated
- **Social Justice:** Growing visibility through performance events with an important message as well as increasing charitable partnerships with other nonprofits

If you believe you would make a good fit for this role, please review the Managing Artistic Director job description, RCPA mission, and ensemble information below. We welcome applications from anyone who is interested in the position and meets the above-stated qualifications. We will accept applications until the end of the day on May 17, 2023. Early submissions will be reviewed prior to the deadline.

Thank you for your interest in the position. We look forward to reviewing your application.

Damien Hall (he/him)  
President, Board of Directors  
Rainbow City Performing Arts  
[president@rainbowcity.org](mailto:president@rainbowcity.org)

# Application Instructions



Deadline to receive all applications is May 17, 2023

Applications for this position must include the following:

1. A cover letter summarizing your qualifications and reasons for applying for this position
2. Resume(s) including both professional and musical experience
3. Completed *Applicant Questionnaire*, located below
4. If applicant has not previously been a contractor of RCPA, provide a reference to speak to applicant's ability to fulfill the job description.

Please send all applications to: [president@rainbowcity.org](mailto:president@rainbowcity.org)

Following receipt of your application, we will contact you to let you know if you will be asked to continue with the process.

There may be a screening interview online in the evening during the week of May 22-28 and we will determine the final candidates by Monday May 29.

Final candidates will be invited to ensemble rehearsals the evenings of June 5-7 in Seattle from 7-8pm and then required to participate in an online open meeting with members on Thursday June 8.

Candidates must then meet for an online interview with the board on the evening of June 15.

The final selection is intended to be announced publicly before the end of June.

## APPLICANT QUESTIONNAIRE

1. Provide or describe a concert program you produced that included a strong social justice message. Also, provide a description of a time you highlighted performer(s) from a marginalized community. How were those events impactful to the audience and other performers?
2. Our mission states that we aim to have "a diverse and inclusive environment for musical expression." Demonstrate that you have led by this philosophy by describing a policy you implemented and its results.
3. Describe a collaborative team in which you participated and the most successful initiative you led in that role.
4. Provide a brief summation of the three areas of nonprofit revenue generation to which you have the most experience. Describe a successful fundraising event in which you either led or participated.
5. Describe an experience of needing to correct or improve the performance of a subordinate. What did that experience teach you about becoming a better leader?
6. List any related skills that would benefit you in this role as well as personal connections to other organizations or individuals that could benefit RCPA or help us expand our outreach.

## COMPENSATION

This position includes compensation of \$30,000 per year paid in bi-weekly installments. This role requires a minimum of 20 working hours per week. RCPA does not provide medical or other benefits as compensation.

# About Rainbow City Performing Arts



RCPA was founded as Rainbow City Band in 1998 by Jo-Ann Christen and Scott Lewis. They saw an opportunity to provide a safe, accepting place for LGBTQIA+ musicians to express themselves openly and honestly in Seattle's rich community music scene. In 2001, we incorporated as a 501(c)(3) nonprofit. Our mission is focused on providing a welcoming environment for LGBTQIA+ and allied artists, strengthening individual and ensemble performance skills, and supporting the greater LGBTQIA+ community regionally in the fight for equality, acceptance, and justice. Rainbow City Band began doing business as Rainbow City Performing Arts in 2012 to be inclusive of all our ensembles.

## RCPA MISSION STATEMENT

We are an organization of performance ensembles creating a diverse and inclusive environment for musical expression that promotes the equity and visibility of people in the LGBTQIA+ community.

## RCPA ENSEMBLES



**Rainbow City Concert Band:** Runs September through March. Rehearses Monday from 7 pm to 9:30 pm. Performs three concerts each year: Fall concert in October, Winter concert in January, and the Spring concert in April. The band highlights music from composers of marginalized identities and maintains an inclusive membership.



**Rainbow City Marching Band:** Runs from April through August. Rehearses on Monday evenings from 7 pm to 9pm and includes the drumline and color guard. Gathers for an annual marching retreat in May. Performances begin in June and run through August including the Seattle Pride Parade, Fremont Solstice Parade, and more including several youth events.



**SpinOUT Color Guard:** Runs from January through August. Color guard rehearses on Wednesdays alone or on Mondays with Marching Band. Operates as a section of the marching band and attends marching retreat in May.



**Purple Passion Swing Band:** Runs from September through July. Rehearses on Tuesday evenings from 7:15 pm to 9:30 pm. This 18-member audition-only big band performs swing, jazz, and funk dance music at small venues, clubs, and private events and includes Purple Passion Jazz Combo comprised of band members.



**Reign City Riot:** Runs February through November. Rehearses Wednesday nights. Our sports/pep band performs at Lumen Field for OL Reign soccer matches, and also at other events throughout the region. The drumline has a strong showing performing throughout the match as well as with all performance pieces.



**Chamber Ensembles:** Current ensembles include a woodwind quintet, trumpet and low brass ensembles, flute choir, and horn ensemble. Includes an RCPA-sponsored recital program. Members are encouraged to organize their own groups for community and RCPA performance events.



**Rainbow City Orchestra:** RCO first began as a non-audition orchestra in 2010 and created a safe home for our string players for 5 years before being revived again in 2022 for a strong return season. RCO flips the idea of what you expect from your typical orchestra concert and brings new relevance with the diverse music performed.

# Managing Artistic Director Job Description

The Rainbow City Performing Arts Managing Artistic Director (“AD”) is responsible for managing the organization’s program events and personnel as well as generation of increasing revenue. AD reports to the Board of Directors (“Board”). AD is expected to work a minimum of 20 hours per week and must always work to fulfill the responsibilities of this position by leading with our mission in words and action as well as meeting contractual and budgetary requirements.

Roles and responsibilities of the AD will include, but not be limited to, the following:

1. **Artistic Management:** AD shall:
  - a. Manage the Ensemble Director or Leader of each ensemble, participate in reviews.
  - b. Manage the budget for each ensemble and participate in budget review.
  - c. Execute directives, plans, and vision set by the Board for ensemble activity and growth.
  - d. Lead and coordinate any performance involving two or more major RCPA ensembles.
  - e. Provide guidance and assistance to ensemble leaders to achieve the best outcome for members.
  - f. Manage central artistic and production staff that support all programs.
  - g. Provide advice to the board about staffing needs for the organization.
  
2. **Season Planning and Execution:** AD shall:
  - a. Choose each year’s overall theme and the vision for the season.
  - b. Determine opportunities for development and fundraising to fit within performance schedules.
  - c. Develop and manage relationships with other nonprofit organizations to serve as performing or community partners for RCPA.
  - d. Manage relationships with vendors relating to completion of season elements.
  - e. Manage vendors and volunteers to execute marketing plans throughout the season.
  - f. Lead or participate in member committees relating to season planning.
  - g. Ensure our performances represent both RCPA’s mission and Diversity, Equity, and Inclusion policies.
  - h. Ensure the proper execution of contractually required performances.
  
3. **Chamber Music Program:** AD shall:
  - a. Lead the growth and execution of RCPA’s chamber music program.
  - b. Ensure members have equal access to resources and performance opportunities.
  - c. Lead at least two concerts featuring a broad array of RCPA chamber ensembles.
  - d. Coordinate and expand paid gig opportunities and other revenue.
  - e. Manage the budget and policies for the program.
  
4. **Development:** AD shall:
  - a. Work with the Director of Development to support revenue generation.
  - b. Develop and plan fundraisers and fundraising elements of our events with the Director of Development.
  - c. Lead a sponsorship program for RCPA and work with volunteers to recruit and retain sponsors for our ensembles and activities.
  - d. Manage the design of concert programs to increase engagement and other materials to promote RCPA objectives.
  - e. Work with volunteers to operate a donor and sponsor recognition program.
  - f. Manage external communication efforts through social media and email campaigns.
  - g. Grow event ticket revenue through the most efficient and effective means to increase visibility.
  
5. **Meetings and Reports:** AD shall lead the monthly staff meeting on the first Thursday of every month. AD shall provide a report every month to the Board one week prior to the board meeting including activities performed and hours worked as well as major activities and initiatives.
  
6. **Communication:** AD shall ensure they are in regular and prompt communication with other RCPA staff, vendors, patrons, and partners.
  
7. **Contracts:** AD shall not bind the organization nor enter into any contract for any purpose without approval of the Board. Contracts may only be signed by the President on behalf of the Board.
  
8. **Professional Behavior:** AD is expected to follow the organization’s code of conduct, bylaws, and mission. AD is to always behave in a professional manner, be respectful of all members, and create an enjoyable and productive environment throughout the organization.