



**JazzMN Arts Organization**  
Invites applications for the position of:  
**Artistic Director**

SINCE 1998

**Position:** Artistic Director (part time, independent contractor)

**Application Deadline:** Review of application materials will begin on February 1 2019, and will remain open until finalists are selected.

**Date of Appointment:** May 1, 2019

**Responsibilities:**

A key area of responsibility for the Artistic Director is to provide an artistic vision that fits the mission, goals, and values of the JazzMN organization. The JazzMN Artistic Director works directly with the JazzMN board and Executive Director to manage JazzMN events (i.e., concert management/event planning, hire/coordinate musicians, artists, music, facilities, promotions, educational outreach). In addition, the Artistic Director is integrally involved in Development and Fundraising for the JazzMN organization (i.e., grants, donor development, board development).

The JazzMN Artistic Director typically also serves as the Musical Director of the JazzMN Orchestra. In some instances, the Artistic Director may hire a separate Musical Director for specific JazzMN events.

**Required Qualifications:**

- Minimum of 3 years experience planning, managing, and performing professional jazz events.
- Extensive background/training in music/jazz

**Preferred Qualifications:**

- Experience contracting national jazz artists
- Experience as a musical director
- Experience working with Twin Cities jazz musicians
- Experience as a jazz educator
- Experience in nonprofit arts management

**Salary:** The Artistic Director receives a small monthly stipend. The Musical Director receives double sideman compensation per JazzMN concert.

**Application Procedures:**

To apply for this position, please send the following documents to JazzMN Executive Director Steve Heckler at [hsrhits@msn.com](mailto:hsrhits@msn.com):

- Cover letter including your vision for the JazzMN organization
- Resume
- Three (3) letters of recommendation
- Electronic submission of work samples

**Additional Information:**

Founded in 1998 by Dr. Douglas Snapp, the nonprofit JazzMN arts organization presents an annual JazzMN Orchestra concert series showcasing outstanding jazz musicians from throughout the region, featuring world-class guest artists, and performing a broad range of classic to contemporary jazz repertoire. In addition, JazzMN presents several educational outreach programs throughout the Twin Cities. A detailed Artistic Director Job Description with the JazzMN organization Mission and Core Values is available through requests submitted to [info@jazzmn.org](mailto:info@jazzmn.org)

**JazzMN, Inc.**

P.O. Box 8162

Saint Paul, MN

55108-0162

**WWW.JAZZMN.ORG**

Steve Heckler  
Executive Director

501(c)(3) NON-PROFIT ORG.