



METHUEN  
MEMORIAL  
MUSIC HALL

**METHUEN MEMORIAL MUSIC HALL, INC.**  
Post Office Box 463, Methuen, Massachusetts 01844-0463  
General Information: (978) 685-0693  
[www.mmmh.org](http://www.mmmh.org)

## **EXECUTIVE DIRECTOR SEARCH**

The Board of Trustees of the Methuen Memorial Music Hall wondered how we would make it through 2020. Everything was closed, and it was time to think about our 15-week summer recital series. What would we do? Cancel all our events? Amazingly, that answer was no! We had a few Board members who took on the challenge and started what would become one of the most exciting endeavors we have taken on, live streaming our recitals.

There has been no looking back since that day. Our new “live stream team” dug right in and brought us into a new era and out to the world. How truly exciting it has been to find comments from South America, Australia, Europe and England in the comment section of our live stream! We could never have imagined that thinking out of our little box would get us where we are today.

So, now we are ready to invite a new person to join us, build on our legacy, help us shape the future and bring the Methuen Memorial Music Hall further into our new era. Are you that person? Are you ready for a big challenge? Our first Executive Director will have to be agile to keep up with where we want to go. Can you do that? We want you if you think this challenge is exciting. For us the sky is the limit; how about you?

*\*Please refer to the end of this document for further history and information*

### ***The Executive Director***

The newly created position of Executive Director (ED) will provide leadership and enthusiasm to enhance the mission of the Hall. The ED will be the face and voice of the Hall in the community and beyond. Working with the Board of Trustees, the ED will develop and implement concerts for the Hall, including the Summer Recital Series, the Scholarship Concerts, and the Merry Music Hall Christmas concerts. The ED will be tasked with additional utilization of the Hall, expanding the variety of events held in the Hall and exploring new and creative performances that will bring the Hall activity throughout the year (the Hall is at present closed from January 1 through April 1). The Trustees goal is to have the Hall become active throughout the year and it is their hope the ED will provide that outcome.

## **MAJOR RESPONSIBILITIES**

### **Public Relations & Marketing**

Takes a visible leadership role in promoting MMMH and its various concerts and other events. Serves as the Hall’s liaison at any and all public events.

Interacts and collaborates with counterparts in musical and cultural organizations.

Drafts or acquires text and media for marketing pieces, program notes and concerts.

Coordinates marketing activities with advertising and printing vendors. Finds new advertising sources to promote events at the Hall.

Implements marketing activities as directed by the Board of Trustees.



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### **Fundraising**

- Oversees mailings and database maintenance for donor solicitation.
- Produces newsletters, updates and appeals throughout the year.
- Researches funding sources for all aspects of the Hall (both for concerts and maintenance issues of the Hall) in conjunction with the Development Committee.
- Submits Grant applications for support of programs and Hall repairs.
- Collaborates with Board members for solicitations of all types of funding.

### **Performance Management**

- Acquires new and exciting performers for the Hall. Coordinates the 15-week concert series for the summer program. Coordinates the two Scholarship concerts each year and all other events run by the Board.
- Coordinates logistics of visiting performers, whether state side or international, such as contracts, bios and pictures, lodging suggestions and availability of Hall time for rehearsals and printed program of music.
- Prepares programs, tickets, and advertising as necessary.
- Attends all MMMH sponsored events to coordinate any necessary needs before, during and after each event.

### **Educational & Community Engagement**

- Coordinates for Youth programs run each year. Coordinates with the Youth and Scholarship Committee for the Music Hall Days run each June.
- Manages the Methuen Young People's Theatre (MYPT) summer Gilbert & Sullivan Operetta program including acquiring directors as well as publicity and other needs for the program in connection with the Youth & Scholarship Committee.
- Looks to add new programs that will benefit people of the Greater Methuen community.

### **Administrative & Financial Operations**

- Maintains communication, including telephone, website, email, and social media, but not limited to these forms of communication.
- Keeps accurate and up-to-date Hall schedule (calendar) of all Hall activity and sees that it is distributed to Trustees as it is needed. Maintains official calendar on MMMH website for Trustees use only.
- Checks the Post Office box regularly and directs mail appropriately.
- Sets up and coordinates volunteer services provided by the "Friends of the Hall."
- Performs bill paying and banking tasks under the direction of the Treasurer.
- Oversees day to day administration of the buildings and property, contracts service work, and coordinates with the Buildings & Grounds Committee on larger projects.
- Develops and implements annual operating budget with coordination from Board of Trustees.

### **Board of Trustee Relations**

- Communicates regularly with Board Officers and committee chairs as necessary.
- Maintains contact information for the Board of Trustees and distributes this information as changes occur to Board membership.
- Maintains copies of Board meeting minutes.
- Attends Trustee meetings.





### **Qualifications:**

Minimum Bachelor's degree or equivalent experience; Master's degree preferred  
Proven leadership qualities  
Minimum 3 years experience with nonprofit management with performing arts preferred  
Experience working with a Board of Directors/Trustees  
Solid organizational abilities  
Appreciation of historical perspective  
Ease with public speaking and presentations  
Computer literate with Quicken, Google platforms and nonprofit software

### **Additional Information**

Initial 6-month review then annual review by Trustees Executive Committee  
Position requires attendance and participation at weekend and evening performances and events. Hours will be 32-40 hours/week.  
Position will report to the Executive Committee and be available to Committee Chairs as necessary to coordinate events, publicity and marketing.  
Compensation is commensurate with qualifications and will be discussed during the interview process.

### ***Methuen Memorial Music Hall***

The Board of Trustees is the governing entity of the Methuen Memorial Music Hall, a non-profit Section 501 (c) (3) organization. Its mission is "To preserve and share the history, grandeur and experience of the Great Organ and the Hall through musical performances and outreach to the community." 2021 marked the 75<sup>th</sup> Anniversary of the 1946 acquisition and incorporation of the Music Hall. It also marked the 75<sup>th</sup> consecutive year of our summer recital series. Our summer recital series was up and running throughout the Covid pandemic, and we are proud to say that nothing in 76 years has stopped the summer recital series! The Great Organ at the Methuen Memorial Music Hall was bought at auction in Boston for Mr. Edward Searles by John Ingraham, the superintendent of the Methuen Organ Company in 1897. The organ had been stored in a shed in back of the Conservatory in Boston after the Boston Music Hall had no use for it any longer as their audiences taste in music had greatly changed. Edward Searles brought the organ to Methuen, stored it and had a spectacular hall large enough to accommodate the Great Organ designed and built by Henry Vaughn, a well-known architect and friend. The entire organ was reconstructed by the Methuen Organ Company and it was rededicated in the then-named Serlo Organ Hall on December 9, 1909, twelve years after its purchase.

Edward Searles kept the Great Organ and Hall for his own personal use throughout his life. He entertained friends and business associates with wonderful concerts as he felt the need to do so. It was only after his death, in 1920, that the Hall came to be used by others. The Serlo Organ Hall changed hands many times from 1920 until 1946. Much of it and the organ were not maintained and fell into disrepair. In 1946, upon concern of several wealthy Methuen business owners, the Hall was purchased by Alfred Gaunt on March 28. The publicity for the purchase said the plans were in progress to restore the Serlo Organ Hall into a shrine and would be renamed The Methuen Memorial Music Hall. A committee was formed and funds were raised to renovate, remodel and maintain the organ, the hall, and the property. Articles of incorporation as the Methuen Memorial Music Hall, Inc. were filed by the group on May 6; on June 12, the Hall was officially incorporated by the Commonwealth of Massachusetts. Since that day, the Hall has been managed by an active working Board of Trustees.

The Executive Director Search Committee is currently accepting resumes and inquiries for the position. Please direct all correspondence to [Jobs@mmmh.org](mailto:Jobs@mmmh.org)  
Thank you in advance for your interest.