

## **Executive Director Position:**

### **Responsibilities:**

Serve as primary administrative staff person for the Symphony and Board. Serve as primary public liaison, including fundraising. Perform essential business functions of the orchestra. Foster community with the artistic director, musicians and patrons.

Participate in strategic planning and budgeting, supervise bookkeeper/box office manager. Monitor and authorize expenditures. Write and/or supervise grant applications and final reports. Prepare and revise job descriptions, employee handbook, employment policies. Handle monthly payroll.

Help develop and implement annual marketing plan. Manage social media, oversee preparation of season program and other printed material. Manage website content with web manager. Manage email distribution via MailChimp or similar medium.

Work with artistic director on repertoire, guest soloists, negotiate guest contracts. Maintain positive relationship with Symphony musicians. Maintain Musician Handbook.

Develop/implement annual orchestra plans: rehearsal schedules, concerts, special events. Contract with rehearsal and concert venues. Manage front of house operations.

Work with Artistic Director on education outreach to local schools and organizations

### **Qualifications:**

- Classical music lover
- Excellent communication, organizational and technical skills
- Social media and fundraising experience a plus
- Non-profit management experience a plus

### **Salary Information:**

\$28-35K annually, commensurate with experience. Approximately 20 hours per week. No benefits.