

## **Executive Director Position Description The Brevard Symphony Orchestra**

**Reports To:** Chairman of the Board

**Job Summary:** The Executive Director is responsible for managing the human and financial resources of the Brevard Symphony Orchestra (BSO) and Brevard Symphony Youth Orchestra (BSYO) in order to achieve the orchestra's mission. To that end, the Executive Director is responsible and accountable for all aspects of the organization, and implementing the policies set by the Board of Directors. The Executive Director will serve as the chief operating officer of the BSO and reports to the Board of Directors through the Board Chair.

### **Requirements:**

- Bachelor's Degree from an accredited institution in business management, music/fine arts management, or related field preferred; or three years documented experience in the above fields.
- The position requires excellent interpersonal skills and the demonstrated ability to meet fundraising goals.
- Demonstrated success in nonprofit fundraising/development and communications with a minimum of three years' experience.
- Experience successfully managing a small office staff
- Organized, prepared, and detail-oriented.

### **Duties and Responsibilities:**

#### **Planning**

- Assist and participate in the development and implementation of a master plan for the BSO and BSYO that supports the artistic, financial, and public relations objectives of the organizations.
- Develop and implement current and long-range administrative and personnel planning to ensure that the organization is effectively structured and competently staffed.

#### **Board of Directors**

- Advise the Board on matters within the Executive Director's scope of responsibilities to promote the efficient operation of the orchestra and the delivery of the services the BSO was chartered to provide to the public.
- Ensure that meeting minutes are recorded and filed.
- Serve as *ex officio* member of all Board committees.
- Attend all Board and Executive Committee meetings; prepare and present reports for each meeting and for other committee meetings as required.

- Work with the Nominating Committee to identify and recruit qualified candidates for Board membership; assist with new member orientation.

### **Direct-Service Volunteers**

- Use direct-service volunteer resources effectively to assist the BSO in meeting its goals and to make the experience meaningful for the BSO volunteers.
- Assist direct-service volunteers as necessary to ensure the success of their activities.

### **Fund Raising and Development/External Relations**

- Raise funds through donations from individuals, corporations, foundations, the public sector, and special events to support artistic and educational programming and general operating expenses
- Ensure effective communication with BSO constituencies: volunteer groups, other arts organizations, public agencies, government agencies, and the general public to achieve the BSO public service objectives.
- Ensure that all contributions and other support are acknowledged as may be required by law and as otherwise appropriate; maintain accurate and complete records of financial contributions and other substantial support.
- Increase BSO support by cultivating and stewarding effective relationships by maintaining an active fundraising schedule that includes strategic visits, and ongoing cultivation and solicitation. Direct advocacy activities at local, state, and federal level. Monitor legislative activity that affects the orchestra and recommend appropriate action to the Board.

### **Artistic Administration**

- Assist in the development, implementation, and monitoring of the orchestra's artistic objectives.
- Consult with the Music Director and the Artistic Advisory Committee Chair in the selection of guest artists, guest conductors, performing groups, and programs to support the orchestra's artistic objectives.
- Assist, if requested by the Music Director, in the negotiation of contracts for all guest artists within budget parameters set by the Board.
- Arrange for artist transportation, lodging, and entertainment.

### **Concert Production**

- In consultation with the Music Director, seek and obtain new opportunities for performances by the Orchestra and its ensembles.
- Negotiate and execute concert hall leases and rent other concert space as required.
- Secure required equipment, instruments, licenses, and permits.
- Arrange for transportation and accommodations for musicians and equipment for local and run-out performances.

- Ensure that rehearsals and concerts are properly staffed.
- Attend rehearsals, if necessary, and concerts.

### **Marketing and Promotion**

- Work with Marketing Director to develop and implement a marketing plan for subscription campaigns and for individual performances, using appropriate advertising and publicity to achieve maximum season and single ticket sales; oversee ticket sales operations, maintain relationship with media contacts.

### **Finance**

- Develop, monitor, and manage expense and revenue budgets.
- Ensure that accurate books of accounts are maintained; maintain bank accounts as directed by the Board.
- Prepare and submit for approval annual operating budgets. Monitor and authorize expenditures in accordance with approved budget; prepare updated projections based on actual income and expense activity
- Prepare accurate monthly financial statements, including cash flow projections, for Board review and approval. Review and approve accounts payable and receivables.
- Ensure that grants are spent in accordance with grant guidelines and that all reporting requirements are met.

### **Administrative**

- Maintain the business office of the organization.
- Purchase equipment, supplies, etc., according to budget and approved procedures.
- Handle correspondence, including patron suggestions and complaints.
- Maintain documents according to legal requirements and/or Board policies and procedures.
- Maintain adequate insurance to protect the orchestra's assets/property.
- Recruit, select, and supervise administrative staff on-site at the BSO office. Promote, discipline, and terminate in accordance with legal requirements and Board policy. Evaluate staff performance as needed but at least annually in writing. Maintain personnel files.
- Develop, implement, and monitor compensation and benefits programs.
- Ensure that all employer responsibilities are met and that the organization is in compliance with all local, state, and federal laws.
- Prepare and revise job descriptions, employee handbook, and employment policies.
- Maintain all payroll records for administrative and artistic staff.

### **Musicians**

- Assist Music Director and Personnel Manager in hiring musicians; execute individual contracts according to approved budget and policies set by Board.

- Serve as principal administrative staff spokesperson/liaison to the orchestra for policy issues and non-artistic matters

### **Education**

- Together with the Music Director, recommend to the Board appropriate education initiatives and implement them.