

Orchestra seeks a resident Executive Director to begin in June of this year. This person will oversee and carry out as needed all financial operations, all development processes, all public relations, and all production activities for this orchestra. We seek an enthusiastic, personable, and community-minded person who will enjoy the challenges of presenting a professional orchestra in a small community (33,000). Job description is attached. Starting salary will begin at or near \$35,000. Applications submitted before March 15 are guaranteed consideration.

Please submit a one-page application letter, a resume, names and contact information of three references, and one paragraph broadly giving your strengths for this position. Please send this to Executive Director Search, P.O. Box 4264, Salisbury, NC 28145. Questions can be submitted to dhagy@wfu.edu.

### **Salisbury Rowan Symphony Society**

#### **JOB DESCRIPTION**

#### **EXECUTIVE DIRECTOR**

The Executive Director is employed by the Board of Directors to carry out the day-to-day operations of the Society in an efficient and effective manner. The Executive Director works both in collaboration with the Music Director and in consultation with the Board to fulfill the mission and goals of the Society.

This position reports to the Board, either directly or through the elected Chair.

The Executive Director should live in Rowan County.

#### **DUTIES AND RESPONSIBILITIES**

##### **FINANCIAL OPERATIONS**

1. Keeps accurate financial records
2. Participates in fund-raising efforts, which include but are not limited to securing grants, assisting Board and Guild in their efforts.
3. Manages subscription series, concert ticket sales, and sponsorships. Keeps mailing lists current.
4. Handles financial accounts, including billing, advertising, making deposits, and requesting checks from Accountant.
5. Develops & implements the budget in collaboration with the Music Director & Board.
6. Oversees sale of program ads in collaboration with the Board.
7. Assists Accountant with preparation of tax forms, w-2s & 1099s. Provides Accountant with pertinent personnel information.
8. Purchases office supplies as needed.

##### **SCHEDULING AND COORDINATING**

1. Works with printing company to design program ads.
2. Works with Board President to provide training sessions for new Board members.
3. Keeps Board committees aware of pending deadlines.

4. Mails/emails minutes and notices of Board meetings.
5. Coordinates the Symphony calendar with other local events in the community.
6. Works with Music Director to schedule & coordinate contracts with North Carolina Symphony and assists in making arrangements for the performances.
7. Assists the Music Director in maintaining the Symphony music library.
8. Oversees annual membership drive.
9. Maintains Symphony databases (membership; contributions; mailing lists). Works with Music Director to maintain list of musicians; coordinates payments to musicians.
10. Attend committee meetings as available.
11. Oversees the work of the Director of Education; Production Manager; Administrative Assistant(s); interns.
12. Attends all Board meetings.
13. Maintains Symphony archives.
14. Perform other duties and tasks as need or as directed by the Board.

#### **PUBLIC RELATIONS**

1. Develops relationships with community & musicians.
2. Answers all phone, mail, & email messages.
3. Mails thank you letters and tax-deduction letters to contributors/donors. Works with Finance Committee/Accountant to insure that wording on tax documents comply with needs of IRA's, foundations and charities.
4. Works with Music Director to develop and produce the annual season brochure.
5. Produces newsletter for the membership prior to concerts.
6. Helps design fliers, posters, and newspaper ads.
7. Creates and coordinates electronic media and social media, including website, Facebook. Twitter, etc.
8. Coordinates publicity with local media.
9. Secures photographer; selects and purchases photos as needed for publicity & archives.
10. Serves as liaison with other Arts groups; The League of American Orchestras (LAO); ARTS North Carolina, and the NC Arts Council.
11. Serves as a resource to the community in securing musicians for social and church related activities, such as weddings or receptions.
12. Collaborates with the Symphony Director of Education to provide informational programs to schools and other community groups.

## **CONCERT RESPONSIBILITIES**

1. Assist the Music Director in scheduling concerts and rehearsals; hiring musicians and substitutes; overseeing the Stage Managers responsibilities; and submitting information to the printer for the concert program.
2. Keeps attendance records for rehearsals and performances.
3. Works with Music Director to calculate payments for musicians and requests and distributes checks.
4. Submits concert programs to BMI and ASCAP for payment of royalties.
5. Arranges for tuning of pianos.
6. Works with Guild to coordinate & oversee volunteers for receptions, box office, and ushers.
7. Collaborates with Guild to recruit, train and utilize volunteers as needed.
8. Secures recording technicians and distributes CDs and/or videos.