

MISSOULA SYMPHONY ASSOCIATION EXECUTIVE DIRECTOR JOB DESCRIPTION

Job Title: Executive Director

ORGANIZATIONAL DESCRIPTION

In its 64th season, the Missoula Symphony Association (MSA) consists of an outstanding community orchestra made up of avocational, pre-professional and professional musicians, including faculty and students from the University of Montana School of Music, and a high quality volunteer chorale. The concert season includes five pairs of subscription concerts, two youth concerts, a family concert, an outdoor summer concert, and a variety of outreach activities. Performances are held in the Dennison Theatre, with a capacity of 1,100. The MSA is well supported by the community; ticket sales for many performances are at or near capacity. Operating budget is approximately \$700,000.

MISSION STATEMENT

The mission of the Missoula Symphony Association shall be to assure cultural enrichment essential to the quality of life in the Missoula area by providing live symphonic and choral music of the highest quality. The Symphony shall provide musical growth and development for its performers and the community.

POSITION OVERVIEW

The Missoula Symphony Association is seeking a visionary leader as Executive Director (E.D.) who, under the direction of the Board of Directors and in collaboration with the Music Director, will provide leadership, direction, management and a vision to grow the Missoula Symphony Orchestra artistically and financially. The E.D. develops, implements and monitors strategies to achieve the organization's mission, goals and long-range plans.

The E.D. assumes responsibility for the day-to-day management of the Missoula Symphony's administrative operations, patron and donor development, fundraising, marketing and promotion, visionary planning, financial operations and other duties, as assigned. The E.D. coordinates Board operations and communication, maximizes audience and community awareness, and oversees all MSA productions and events. The E.D. will be a highly visible representative, spokesperson and advocate for the MSA, ensuring the financial stability and growth of the organization.

The E.D. will work cooperatively with the Board of Directors, its officers, committees, Music Director, employees and all volunteers within the Association. The position is full-time. The Executive Director may expect to work occasional late as well as weekend hours, particularly concert weekends.

Position ideally begins before June 1, 2019

Salary commensurate with experience

Please send resume, cover letter and references to: Jo May Salonen, Interim Executive Director, Missoula Symphony Association

QUALIFICATIONS

Required

Management Experience

Proven fundraising and donor development skills

Strong budgetary, fiscal management and reporting skills

Experience in marketing, promotion, and public relations

Strong interpersonal skills and the ability to effectively communicate with our community partners, Music Director, employees, board members, audiences and other stakeholders

Preferred

Master's or other graduate degree

Or, four to ten years related experience and/or training; or equivalent combination of education and experience

Orchestra or arts management

Background in music performance, education or administration

Demonstrated skills in human resources

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Development & Fundraising

- Establish and maintain personal relationships with all major donors
- Develop and administer the Association's Development Plan
- Oversee the Orchestra's Director of Patron Services and Special Events and, the Director of Development
- Develop, implement and maintain effective donor/investor communication plans
- Develop and oversee implementation of patron progression plans
- Establish mechanisms to maintain current donors and sponsors
- Partner with Board and Staff to cultivate potential donors and sponsors
- Secure program and guest artist sponsors for all concerts
- Partner with Board and Staff to create and maintain an annual signature fundraising event
- Work with the Board, Orchestra, Staff and volunteers to plan and carry out events intended to raise funds, and /or increase the visibility in our community
- Collaborate with the Board to plan, develop, implement and manage an annual fundraising plan
- Identify prospects for grants and donations, lead application preparations and manage any grants received in accordance with their provisions and requirements.
- Attend fund raising and friend raising events whenever reasonably possible

Office Management

- Serve as primary contact with all partners
- Develop and implement systems and procedures that ensure organized, efficient and effective operations with maximum utilization of available resources.
- Oversee the maintenance of files and records necessary for the operation of an organized, efficient office.
- Maintain overall general office management to assure timely handling of correspondence, public inquiries, office coverage and general office activities.
- Engage and employ necessary staff including Director of Operations, Director of Patron Services and Special Events, Director of Development, Music Librarian, Education Coordinator, Suzuki Institute Director, bookkeeper, interns and volunteers
- Within budgets, salary schedules and personnel policies adopted by the Board: hire, supervise, motivate office staff, and dismiss (when appropriate)
- Maintain files of Minutes and Agendas of Board of Directors meetings, and records of directors and their terms.
- Arrange for the delivery of Minutes (with Board Secretary), Agendas (with Board President) and meeting notices to directors.
- Provide other committee, staff and clerical support as needed

Budget and Financial

- Prepare yearly operating budgets and provide timely financial reports and financial statements to the Executive Committee and Board of Directors.

- Supervise accounts payable and receivable.
- Exercise prudent fiscal management to keep within the Association's annual budget.
- Assist and provide accurate information to accounting firm for Association's annual tax return.
- Ensure that grants are spent in accordance with guidelines and that reporting requirements are met.

Promotion and Marketing, Public Relations

- Attend all concerts and special events.
- Actively promote the Missoula Symphony Orchestra locally and regionally.
- Supervise all publicity, press releases and advertising.
- Supervise ticket sales operations, development and promotion
- Develop and manage effective Symphony advertising and promotion materials
- Actively seek and secure multi-media marketing methods, using diverse and appropriate mediums including social media
- Ensure that all documents and advertising reflect the MSA's commitment to quality
- Coordinate and oversee the production of the concert programs
- Represent the organization as well as support the Music Director and the Board of Directors in the Missoula community
- Establish and maintain effective relationships with local and regional media
- Develop and maintain positive and effective customer service

Production and Scheduling

- Support the Music Director and staff with the planning, production and logistics of concerts and special events
- Negotiate contracts and arrangements with guest artists in a timely manner and in consultation with the Music Director
- Oversee the Director of Operations
- Oversee the Music Librarian
- Prepare annual rehearsal and concert schedule (with Music Director and U.M. Music Department Chair).
- Coordinate and schedule annual Youth Concerts, Fundraising Concerts and other outreach events.
- Serve as liaison to orchestra and support to Director of Operations regarding non-artistic matters.
- Oversee the preparation and payment of honoraria to musicians.
- Work with Director of Operations to secure housing and local transportation for guest artists.

Education and Outreach

- Oversee all aspects of the annual Montana Suzuki Institute.
- Oversee the Education Coordinator
- Ensure the success of year-round local Suzuki Group Classes.
- Ensure the financial success of Montana Suzuki Institute.
- Work with the staff and Board of Directors to integrate the Montana Suzuki Institute into the growth of the Missoula Symphony Orchestra
- Help promote the MT Suzuki Institute through the marketing and public relations efforts utilized by the MSA.

Board of Directors

- Attend all Board and Executive Committee Meetings
- Help identify and recruit qualified candidates for Board membership
- Provide the information and tools needed by the Board to perform their duties

- Keep the Board abreast of trends, issues & opportunities; seek decisions from the board on governance matters facing the orchestra
- Utilizing the board, develop a support network of volunteers to assist with various Orchestra activities.
- Work with the board on annual and long range plans.
- Attend committee meetings as necessary and support staff as committee representatives

Other

- Provide assistance reasonably requested by the Music Director.
- Attend MASO (MT Assoc. of Symphony Orchestras) meetings in Helena whenever reasonably possible.
- Remain current in matters of arts management.

SUPERVISORY RESPONSIBILITIES

Directly supervise* the Director of Patrons Services & Special Events, Director of Operations, Development Coordinator, Suzuki Institute Director, Personnel Manager, and Librarian. Supervises the Chorale Director on administrative and budgetary matters. * *“Supervise” in this case entails all administrative responsibilities including recruiting, hiring, training, terminating, etc.*

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Master’s degree (M.A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience. Demonstrates proficiency in word processing and other data based computer programs.

LANGUAGE SKILLS

Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to create and analyze budgets, financial reports, balance sheets and contracts.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver’s License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand; use hands to finger, handle or feel: reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, outside weather conditions and risk of electrical shock. The noise level in the work environment is usually quiet.