

## **EXECUTIVE DIRECTOR - OVERVIEW**

### **Organization Description:**

The International Symphony Orchestra is a regional performing arts organization, providing musical presentations and educational initiatives to Lambton County, Ontario and St. Clair County, Michigan residents. It is a semi - professional, season - based orchestra of exceptional artistic quality, comprised of 60+ musicians. The ISO also supports a 40+ voice auditioned symphonic chorus and sponsors numerous youth education initiatives.

Music Director is Douglas A. Bianchi, Associate Professor at Wayne State University.

### **Summary of Position:**

The Executive Director is responsible for all facets of the organization and for implementing policies set by the Board of Directors. The ED is accountable for the management of all human and fiscal resources required to facilitate the orchestra's mission. As such, the ED sets the tone for organizational operations - formulating and carrying out policies and programmes related to administrative, financial, staffing, fund-raising, and advocacy activities. The ED serves as the public persona for the organization in community activities and patron/donor relations. The multi-faceted responsibilities call for an individual with demonstrated leadership skills; solid management experience; the ability to work effectively with a small staff and with board and community members; and a comprehensive musical background to effectually collaborate with artistic personnel to ensure the integrity and development of the organization's programming. The ED reports to the Board through the Board president.

### **Role:**

The role of the executive director is to do all things possible to see that the organization's artistic position continues to evolve; that it operates on a stable financial basis; and that it carries out its obligation to serve as a cultural and educational resource within the bridged communities it serves.

Specifically, the Executive Director's inclusive responsibility is to ensure that all activities/operations of the organization are implemented in an appropriate and effective manner.

### **Requirements/Skills Required**

Post-secondary education in Music, Administration or a related field

Experience in Orchestra or other not-for-profit management, with solid computer skills

Background in marketing, public relations, and fund development

Demonstrated leadership skills

Superior interpersonal and written/verbal communication skills.

Sound knowledge of orchestral repertoire.

**Note that a strong background in music is mandatory**

### **Status**

Full-time, salaried. Evening and weekend availability required.

Salary: to be negotiated. Related to experience and background.

## **SUMMARY OF JOB DESCRIPTION – EXECUTIVE DIRECTOR**

As the person most identified with the International Symphony Orchestra, in association with the Board, the Executive Director will be responsible for the development and advancement of the public's perception, acceptance and support of the organization - the ISO's image within our communities.

To this end, duties and responsibilities include:

Overall responsibility for the operation of the administrative and music support functions of the ISO

All public relations activities

Coordination of all fundraising activities

Staffing and supervision of employees

Budget preparation

Musician, and Guest Artist contracts

Ticket Subscription Policy

## **DETAILED SUMMARY**

### **Board of Directors**

Works with the Board to formulate policy and is accountable to the board for the same.

Keeps Board informed of administrative operations to promote the efficient overall performance of the organization and fulfill the Mission Statement.

Acts as the liaison between Board and other members, of the organization – staff, Music Directors, musicians, singers, and volunteers.

Attends all meetings of the Board and Executive Committee; prepares Agendas/ Reports for Board and Executive Committee meetings, and for other committee meetings as required.

Serves as ex-officio member of all Board committees.

Works with the Nominating Committee, helping to identify and recruit qualified candidates for Board membership; assists with new member orientation.

### **Strategic Planning**

Assists and participates in the development and implementation of the organization's Strategic Plan, supporting the artistic, financial, and public relations objectives of the organization.

Facilitates current and long-range administrative and personnel planning to ensure that the organization is effectively structured and staffed competently.

### **Administrative**

Is responsible for overall office administration – hiring and management of office staff, work assignments, day to day operation, job descriptions, etc., and sees that employer responsibilities are met.

Handles patron and donor correspondence on behalf of the organization.

Ensures accurate record keeping for all facets of ISO activity - maintaining documents according to legal requirements and/or Board policies and procedures.

Fulfills non-profit corporate requirements in both countries, including all reports, charitable returns etc.

Maintains adequate insurance to protect the orchestra's liability, assets and property.

### **Development**

In collaboration with Board, oversees fundraising activities, including: special events; ongoing bingo activity; annual giving activities – direct mail etc.; endowment campaigns; planned giving; and the identification/cultivation of donors.

Prepares all government grant applications and subsequent interim and final reports by deadlines.

Prepares proposals to Foundations, Corporate Sponsors and Service Organizations; and subsequently administers terms of related agreements.

Ensures that all contributions and other support are acknowledged as may be required by law and as otherwise appropriate; maintains accurate and complete records of financial contributions and other support.

### **Finance**

Oversees financial operation of the ISO.

Assures that accurate and full financial records are maintained.

Prepares detailed annual budget itemization for approval by the Finance Committee/Board

Monitors and authorize expenditures in accordance with approved budget; prepares updated projections based on actual income and expense activity.

Ensures preparation of monthly financial statements for Board review and approval.

Reviews and approves accounts payable and receivable.

Assures that grants are spent in accordance with guidelines and that all reporting requirements are met.

Approves all acquisitions

## **Marketing and Public Relations**

Is responsible for the coordination of all public relations activities - appropriately marketing and sustaining the organization's image.

Produces all copy and supervises layouts and printing of the following: brochures, fundraising materials, programmes as relates to ISO activities (including concert programme notes), and approves all materials sent out on behalf of the ISO by auxiliary groups.

Develops and implements a marketing plan for subscription campaigns, using appropriate advertising and publicity to achieve maximum season and single ticket sales, and oversees ticket sales operations.

Writes and submits press releases, PSA's etc. for every ISO event, and maintains/nurtures relationships with media contacts to facilitate promotion.

Ensures email communication (Mailchimp) to all contacts prior to events.

Sees that Website and Facebook page are current.

Ensures effective communication with: volunteer groups, other arts organizations, public agencies, government agencies, and the general public to maintain a strong community-wide identity.

Fulfills public speaking engagements.

Attends community related functions to broaden and promote a positive, strong identity for the ISO.

## **Artistic**

Collaborates with the Music Director to articulate and advance the artistic vision of the organization in accordance with the Mission Statement and Artistic Policy.

Works with Music Director, Programme Committee and Board to ensure that programmes meet the needs of the community from a cultural, entertainment and educational perspective.

Prepares Music Directors' Contracts.

Ensures required orchestra personnel – contract players, per service and community.

Negotiates all contracts and facilitates all payments.

Hires guest artists, negotiates contracts, fees, travel, accommodations and special requirements.

Serve as liaison to the orchestra for policy issues and non-artistic matters.

Prepares required publicity materials for artists as needed.

Sets the music budget and ensures that all music has been secured: rentals, purchases, loaned materials – all in a timely fashion prior to performance/rehearsal needs.

Secures all venues – negotiates contracts for performance halls, churches, auditoriums, rehearsal locations etc..

Supervises operations - set-up, all equipment secured and in place, sound needs, transport, etc..

Oversees all administrative functions of orchestra, chorus and Youth Education Initiatives.

## **Education**

Develops, implements and monitors education programmes and objectives in collaboration with Youth Ed. Director and Music Director.

Responsible for contracts for Youth Directors.

Prepares schedules, written promotional material and communication relative to youth activities.

Plans and facilitates school concerts in conjunction with the Board of Education.

Facilitates the in-school "Music makes Sound Sense Initiative".

Hires ensembles and coordinates school visits.

Organizes Summer String Workshop if Applicable.