



## Executive Director Job Posting

Founded in 1978, the Central Ohio Symphony aspires to be one of the most innovative and musically progressive mid-size organizations of its kind in the United States. Based in Delaware, Ohio, and the fastest-growing county in Ohio with strong economic vitality, the Symphony is celebrating its 45<sup>th</sup> season. Boasting a roster of 65 core musicians, the Symphony performs a five-concert subscription season with 500 subscribers in the acoustically renowned Gray Chapel on the Ohio Wesleyan University campus. The Symphony has received grant funding from the Ohio Arts Council, National Endowment for the Arts, PNC Arts Alive, League of American Orchestras, and others. The Symphony is known for developing leading-edge artistic programming with numerous world, national, and state premieres in the last 15 years, along with the classics.

The Symphony has a growing commitment to diversity, equity, and inclusion in all aspects of its organization. A variety of initiatives have been designed to broaden and enrich the diversity of the Symphony's audience and engage the community through music. The large community July 4th celebration concert as well as regional programming demonstrates the community support. There is great potential to grow this strong community support. Collaboration and programming with five area school districts introduces more than 800 elementary students annually through the Symphony's Carnegie Link Up program.

An important Symphony goal is nurturing and growing new music. The Symphony's unique *Play It Again* program brings new generations of composers and their music to the Symphony's audiences and musicians. The Symphony is proud to regularly present world-renowned guest artists and composers as well as those with Ohio connections and their works to central Ohio.

The Symphony seeks a dynamic, passionate arts leader who will build upon the exemplary traditions established by the current executive director. The candidate should have a deep appreciation of what music brings to a community and a working knowledge of the industry. Experience in teamwork, excellent communication skills, and previous development experience will distinguish the ideal candidate for this position.

**Required Education:** Bachelor's degree.

**Desired Education/Experience:** Arts management degree preferred. Background in music or other arts desired.

**Hours and Working Conditions:**

- This is a full-time, salaried position; evening and weekend commitments are required.
- Office hours are set with the staff at the Symphony office.
- Part of the Executive Director's work could be done remotely.

**Compensation:**

- Compensation is negotiable, dependent on the candidate's experience.

### EXECUTIVE DIRECTOR JOB DESCRIPTION.

Job Title: Executive Director

Reports To: The Symphony Board Chair

### **General (Management and Leadership Skills)**

- Maintain good communication with Symphony stakeholders. Be comfortable building and maintaining productive relationships with the Symphony board, music director, staff, musicians, volunteers, donors, patrons, community organizations, corporate partners and community members.
- Develop and maintain partnerships, collaborations, and joint ventures with central Ohio organizations to further the Symphony's mission.
- Serve as the public face of the Symphony and maintain a strong community presence as the leading champion for the Symphony.
- Develop and grow new audiences by engaging the community in the Symphony's programming, special projects, and activities.
- Increase the Symphony's visibility in the region through performances in additional venues and with community partners.
- Collaborate with the board to successfully execute the Symphony's strategic plan, the annual review and update of strategic priorities.
- Participate in the nomination, orientation, development, and education of the Symphony board.
- Oversee the efficient operation of all Symphony activities.
- Supervise and provide guidance on the activities of staff and volunteers.
- Create and maintain a positive work environment with the staff, artistic personnel, and volunteers.
- Champion diversity, equity, and inclusion in all aspects of the Symphony operations, including artistic programming, audience development, and personnel.

### **Business and Financial Operations**

- Work with the bookkeeper to process receivables and liabilities and with the treasurer to develop and monitor monthly financial reports.
- Oversee all payroll processing and reporting.
- Oversee the timely filing of all local, state, and federal forms and reports.
- Oversee data management processes for all ticket and funding campaigns.
- Assist the Board's Finance Committee in preparing and presenting the annual budget.
- Negotiate insurance coverage for all Symphony operations.
- Negotiate all business and artistic contracts and agreements.
- Prepare and revise job descriptions.
- Hire the Symphony staff other than the Music Director.
- Participate in the selection and evaluation of the Music Director.
- Maintain the business office and oversee the purchasing of equipment and supplies.

### **Development**

- Assist the board in creating a development plan as well as fundraising activities, including the identification and cultivation of donors and sponsors.
- Work with the board to identify, recruit, and cultivate corporate sponsorships and funding opportunities.
- Prepare and submit grant applications and reports to foundations, corporations, and government agencies.
- Ensure and manage donor stewardship and recognition including:
  - Ensure timely acknowledgment to all contributors.

- Maintain accurate and complete records of financial contributions and support.
- Develop and maintain strong relationships with donors.
- Develop strategies to increase planned giving to the Symphony.

### **Artistic Management**

- Partner with the Music Director in developing, implementing, and monitoring the Symphony's objectives for artistic programming, initiatives, and collaborations.
- Consult with the Music Director in selecting musicians, guest artists, guest conductors, composers, and groups performing with or on behalf of the Symphony.
- Ensure staff and volunteers are clear on responsibilities for hosting and meeting the requirements for musicians and guest artists.
- Oversee logistical resources and support for guest artists.
- Obtaining the licenses, permits, scheduling, and other concert, rehearsal and event space arrangements.
- Oversee the arrangements for transportation, staging, instruments, and support elements for all Symphony performances.

### **Marketing**

- Develop and implement an annual marketing plan with the Marketing Committee.
- Oversee the marketing and conducting of the annual season ticket and fund drive campaigns.
- Oversee the management of the Symphony website.
- Oversee the branding, marketing, and social media campaigns.
- Supervise preparing newsletters, brochures, and other print and digital materials.
- Be the lead contact for press relations, interviews, and other public communications.

### **Production**

- Develop production requirements for each concert, including equipment, music, programs, stage arrangements, and support for musicians, guest artists, and ensembles.

### **Professional Development**

- Maintain and enhance the Executive Director's professional development with support from the Symphony budget.

References shall be provided upon request. An offer of employment will be contingent on successful background check (including social media), and a probationary period of one year is requested to demonstrate successful integration into the organization.

To apply for this position, please send your resume and cover letter to [search@centralohiosymphony.org](mailto:search@centralohiosymphony.org). Thanks for your interest.