

SIOUX CITY SYMPHONY ORCHESTRA EXECUTIVE DIRECTOR

ORGANIZATION: The Sioux City Symphony Orchestra Association www.siouxcitysymphony.org

JOB TITLE: Executive Director

DATE POSTED: November 2022

REPORTS TO: Board President & Board of Directors

SUPERVISES: Office/Box Office Manager, Operations Manager & Librarian, Finance Director

SIOUX CITY SYMPHONY ORCHESTRA MISSION: The Sioux City Symphony Orchestra nurtures and inspires the human spirit through musical excellence for the many diverse communities we serve by presenting performances and related education and outreach programs that are innovative and culturally inclusive.

JOB SUMMARY: The Executive Director is responsible for managing the human and financial resources of the Association to achieve the orchestra's mission. To that end, the Executive Director is responsible and accountable for all aspects of the organization and for implementing the policies the Board of Directors sets.

JOB DUTIES AND RESPONSIBILITIES

Planning

- Assist in developing and implementing a master plan for the orchestra that supports the organization's artistic, financial, and public relations objectives.
- Develop and implement current and long-range administrative and personnel planning to ensure that the organization is effectively structured and staffed competently.

Board of Directors

- Serve as an ex-officio member of all Board committees. Advise the Board on matters within the Executive Director's scope of responsibilities to promote the efficient operation of the orchestra and the delivery to the public of the services the Association was chartered to provide.
- Attend all meetings of the Board and Executive Committee; prepare and present reports for all Board and Executive Committee meetings and other committee meetings as required.
- Work with the Nominating Committee, help to identify and recruit qualified candidates for Board membership, and assist with new member orientation.

Fundraising and Development/Grant Writing/External Relations

- Ensure effective communication with the Association's constituencies: volunteer groups, other arts organizations, public agencies, government agencies, and the general public to achieve the public service objectives of the Association.
- Assist Board and President in fund-raising activities, including annual fund drive, corporate sponsorships, special events, endowment campaigns, planned giving programs, and identification and cultivation of donors.
- Prepare and submit grant applications and reports to foundations, corporations, and government agencies.
- Ensure all contributions and other support are acknowledged as required by law and otherwise

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EXECUTIVE DIRECTOR JOB DESCRIPTION

appropriate; maintain accurate and complete records of financial contributions and other substantial support.

- Direct advocacy activities at the local, state, and federal levels. Monitor legislative activity affecting the orchestra and recommend appropriate action to the Board of Directors.

Administrative

- Maintain the organization's business office, including payroll, job descriptions, and employee handbook and policies.
- 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. Promote, discipline, and terminate in accordance with legal requirements and Board policy. Evaluate staff performance 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 complies with all local, state, and federal laws.

Artistic Administration

- Assist in developing, implementing, and monitoring the orchestra's artistic objectives and consult with the Music Director in selecting guest artists and programs to support the orchestra's artistic objectives.
- Consult with the Music Director in selecting guest artists, performing groups, and programs to support the orchestra's/Music Director's artistic objectives.
- Negotiate contracts for all guest artists within budget parameters set by the Board. Arrange for their transportation, lodging and special requests.
- Assist the Music Director and Operations Manager in hiring all SCSO musicians; negotiate and execute individual contracts according to approved budget and policies set by the Board.
- Serve as principal staff spokesperson/liaison to the orchestra for policy and non-artistic matters.

Concert Production

- Develop and implement an annual master plan for orchestra operations, including rehearsal schedules, program themes and ideas, special events, broadcasts, and audience development.
- Negotiate and manage concert hall leases and secure required equipment, instruments, licenses and permits.
- Attend rehearsals and concerts and ensure that rehearsals and concerts are appropriately staffed.

Marketing and Promotion

- Develop and implement a marketing plan for subscription campaigns and individual performances, using appropriate advertising and publicity to achieve maximum season and single ticket sales.
- Maintain relationships with media contacts; generate feature stories about the orchestra in print and broadcast media.

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Finance

- Ensure that accurate books of accounts are maintained as directed by the Board.
- Prepare and submit for approval annual operating budgets. Monitor and authorize expenditures following the approved budget; prepare updated projections based on actual income and expense activity.
- Oversee monthly financial statements prepared by the Finance Director, including cash flow projections, for Board review and approval. Review and approve accounts payable and receivable.
- Ensure that grants are spent according to grant guidelines and that all reporting requirements are met.

Education

- Together with the Music Director, recommend to the Board appropriate education initiatives and oversee their implementation.
- Serve as liaison to public schools in planning educational outreach programs, and supervise the Symphony's Youth Orchestra program operations.

Compensation

Compensation, including benefits, is competitive and commensurate with qualifications and experience.

Applications

Applicants for the position of Executive Director are asked to submit a letter that describes their specific interest in the Sioux City Symphony Orchestra and outlines their experience and qualifications for the position. Please send a resume, salary requirements, and contact information for at least three professional references. Electronic submissions are requested. All applications will be confidential, and references will not be contacted without the candidate's knowledge. A more detailed outline of the duties of the Executive Director position is available upon request.

Applications will be accepted until the position is filled. Please send application materials to:
employmentSCSO@gmail.com

The Sioux City Symphony Orchestra
Executive Director Search
518 Pierce Street
Sioux City, IA 51101
(712) 277-2111