

JOB DESCRIPTION

FLAGSTAFF SYMPHONY ASSOCIATION

EXECUTIVE DIRECTOR

(Full-time Exempt)

Background:

The Flagstaff Symphony Orchestra is a professional, per-service ensemble with a current annual budget of roughly \$550,000. Orchestra members come from a wide region, mostly within the state of Arizona. The FSO currently performs a season of four classical concerts, one pops program, an educational program with Carnegie Link Up, a full production of The Nutcracker, and an annual Fourth of July program. FSO administrative staff currently includes the Executive Director, a marketing assistant, bookkeeper, personnel manager, librarian, and a volunteer coordinator. The FSO will be celebrating its 75th season later this year. This longevity as a cultural institution in Flagstaff is due to the support of our wonderful mountain town community.

Job Summary:

Reporting to the Board of Directors through the Executive Committee, the Executive Director is responsible for managing the human and financial resources of the Flagstaff Symphony Association (FSA) in order to achieve the organization's mission. The Executive Director implements policy as set by the Board and is responsible and accountable for all aspects of the organization. The Executive Director establishes and models a culture of collaboration and communication within the organization, among the staff and orchestra musicians and with our community partners.

Job Duties and Responsibilities:

Planning

- Participate in the development and implementation of a strategic plan that supports the artistic, financial, and community engagement objectives of the organization.
- Develop and implement current and long-range administrative and personnel planning to ensure that the organization is effectively structured and competently staffed.

Board of Directors

- Advise the Board on matters within the Executive Director's scope of responsibilities to promote the efficient operation of the organization and the delivery to the public of the services the FSA was chartered to provide.
- Serve as ex-officio member of all Board committees.
- Attend all meetings of the Board, Executive Committee and standing committees.
- Provides administrative support to the Board and facilitates communication among Board Committees to ensure effective and coordinated operation of the Association.
- Working with the Nominating Committee, help to identify and recruit qualified candidates for Board membership; assist with new member orientation.
- Meet with the Board President and President-Elect on a monthly basis.

- Prepare a monthly written report for the Board of Directors meeting.

Fundraising and Development

- Ensure effective communication with FSA constituencies: volunteer groups, other arts organizations, public agencies, government agencies, and the general public to achieve the public service objectives of the organization.
- Lead and assist the Board of Directors in fundraising activities, including annual giving, corporate sponsorships, special events, endowment campaigns, planned giving, and identification, cultivation and stewardship of donors.
- Supervise the preparation of grant applications and reports to foundations, corporations, and government agencies. Direct fundraising advocacy activities at local, state, and federal levels.
- Engage in ongoing research prospective grant opportunities and cultivate relationships with granting agencies.
- Ensure that all contributions and other support are acknowledged as may be required by law and as is otherwise appropriate; maintain accurate and complete records of financial contributions and other substantial support.

Artistic Administration

- Assist in the development, implementation, and monitoring of the organization's artistic objectives.
- Consult with the Music Director and Artistic Advisory Committee on the selection of guest artists, guest conductors, and programs to support the organization's artistic objectives as well as collaborating with our cultural and performance partners within the community.
- Negotiate contracts for all guest artists within budget parameters set by the Board and supervise the arrangement of travel, lodging, and hospitality.
- Attend rehearsals (as needed) and concerts.

Concert Production

- Develop and direct the implementation of an annual master plan for orchestra operations, including rehearsal schedules, local and run-out concerts, and special events.
- In consultation with the Board and Music Director, seek and obtain new opportunities for performances by the Orchestra.
- Ensure that required equipment, instruments, licenses, and permits are obtained and that rehearsals and concerts are properly staffed.

Marketing and Promotion

- In conjunction with staff and the Marketing Committee, develop and implement an annual marketing plan for the organization to maximize attendance and revenue; the scope of which includes subscription and single ticket sales strategies, appropriate advertising, publicity, audience development tactics, and audience and market research projects.
- Serves as the face of the organization within our greater community.
- Build and maintain good relationships with local media contacts.

Finance

- In conjunction with staff and the Finance Committee, prepare and submit for approval the annual operating budget. Monitor and authorize expenditures in accordance with the approved budget; oversee the preparation of updated projections based on actual income and expense activity.
- Monitor the preparation of monthly financial statements, including cash flow projections, for Board review and approval. Review and approve accounts payable and receivable.
- Ensure that grants are spent in accordance with grant guidelines and that all reporting requirements are met.
- Coordinate reporting with outside auditors to complete the annual audit.
- Supervise bookkeeper and ensure that accurate books of accounts and bank records are maintained.

Administrative

- Recruit, select, and supervise administrative staff. Promote, discipline, and terminate in accordance with legal requirements and Board policy. Evaluate staff performance as needed but at least annually in writing. Maintain personnel files. Report staffing issues to the Executive Committee.
- Ensure that equipment, supplies, etc., are purchased according to budget and approved procedures.
- Handle correspondence, including patron suggestions and complaints. Advise the Executive Committee as needed.
- See that FSA documents are maintained according to legal requirements and/or Board policies and procedures.
- Ensure that IRS filings are made according to legal requirements.
- Supervise the development and maintenance of a patron and donor database.
- Maintain adequate insurance to protect FSA assets and property.
- Develop, implement, and monitor compensation and benefits programs.
- Ensure that all employer responsibilities are met and that the organization is in compliance with all local, state, and federal laws.
- Prepare and revise job descriptions, employee handbook, and employment policies for Board review.
- Determine that all payroll records for administrative and artistic staff are appropriately maintained.
- Oversee the maintenance of the FSA office.

Musicians

- Oversee the musician hiring process in consultation with the Music Director and within approved budget and policies set by the Board.
- Ensure proper implementation of the Orchestra Policy, negotiate terms of the policy as necessary, and maintain a positive working relationship with musicians of the Orchestra.

Education

- Together with the Music Director and Education Committee, recommend to the Board appropriate education initiatives and oversee their implementation.
- Through the Education Committee, maintain a positive relationship with schools and ensure proper planning and implementation of education programs.

Flagstaff Symphony Guild

- Along with the Board, work with the officers of the Flagstaff Symphony Guild to maintain a high level of communication, trust, and involvement to enhance their programs in support of the FSA.

Compensation

- Salary range is \$66,000-\$72,000 per year, depending on education and experience.
- There will be some benefits as mutually determined, including but not limited to reasonable support of health care coverage if appropriate.

Interested candidates may visit the Flagstaff Symphony Orchestra website to learn more about the organization.

www.flagstaffsymphony.org

Interested applicants are to submit a cover letter and resume to:

employment@flagstaffsymphony.org

(Please send all email materials in PDF format)

Executive Director Search Committee

Flagstaff Symphony Orchestra

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