

Corpus Christi Symphony Society, Inc. Executive Director Vacancy

JOB TITLE: Executive Director

DATE: Immediate

REPORTS TO: Board President

SUPERVISES: 2-3 full-time, several part-time staff

JOB SUMMARY: The Executive Director is responsible for managing the human and financial resources of the Corpus Christi Symphony Society in order to achieve the orchestra's mission. To that end, the Executive Director is responsible and accountable for all aspects of the organization, and implementing the policies set by the Board of Directors. The Executive Director serves as the chief administrative agent of the Corpus Christi Symphony Society and reports to the Board of Directors through the Board President.

JOB DUTIES AND RESPONSIBILITIES:

Planning

- Assist and participate in the development and implementation of a master plan for the orchestra that supports the artistic, financial, and public relations 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 orchestra and the delivery to the public of the services the Society was chartered to provide.
- Assist in staffing the Board and its committees; ensure that meeting minutes are recorded and filed.
- Serve as ex officio member of all Board committees.
- Attend all meetings of the Board and Executive Committee; prepare and present reports for each Board and Executive Committee meeting and for other committee meetings as required.
- Work with the Nominating Committee, help to identify and recruit qualified candidates for Board membership; prepare for and implement orientation for new directors, with the assistance of the Board president.

Volunteers

- Use direct-service volunteer resources effectively to assist the Society in meeting its goals and to make the experience meaningful for the Society's volunteers.
- Assist direct-service volunteers as necessary to help ensure the success of their activities.

Fund Raising and Development/External Relations

- Ensure effective communication with the Society's constituencies: volunteer groups, other arts organizations, public agencies, government agencies, and the general public to achieve the public service objectives of the Society.

- Assist Board and President in fund-raising activities, including individual donors, Society members, corporate sponsorships, special events, endowment campaigns, planned giving program, and identification and cultivation of donors.
- Prepare and submit grant applications and reports to foundations, corporations, and government 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.
- Direct advocacy activities at local, state, and federal level. Monitor legislative activity that affects the orchestra and recommend appropriate action to the Board of Directors.

Artistic Administration

- Assist in the development, implementation, and monitoring of the orchestra's artistic objectives.
- Consult with the Music Director in the selection of guest artists, guest conductors, performing groups, and programs to support the orchestra's artistic objectives.
- Negotiate contracts for all guest artists within budget parameters set by the Board.
- Arrange for artist transportation, lodging, and entertainment.
- Coordinate all aspects of recordings and related artistic approvals.

Concert Production

- Develop an annual master plan for orchestra operations, including rehearsal schedules, local and run-out concerts, program themes and ideas, special events, broadcasts, recordings and audience development. Direct implementation of the master plan.
- In consultation with the Music Director, seek and obtain new opportunities for performances by the orchestra and its ensembles.
- Negotiate and execute concert hall leases and rent other concert space as required.
- Secure required equipment, instruments, licenses, and permits.
- Arrange for transportation and accommodations for musicians and equipment for local and run-out performances and broadcasts.
- Ensure that rehearsals and concerts are properly staffed and supplied (breaks, meals, etc.).
- Attend rehearsals and concerts.

Marketing and Promotion

- Develop and implement a marketing plan for subscription campaigns and for individual performances, using appropriate advertising and publicity to achieve maximum season and single ticket sales; oversee ticket sales operations.
- Maintain relationship with media contacts; generate feature stories in print and broadcast media about the orchestra.
- Direct and oversee design and production of all print and broadcast materials.

Finance

- Ensure that accurate books of accounts are maintained; maintain bank accounts as directed by the Board.
- Prepare and submit for approval annual operating budgets. Monitor and authorize expenditures in accordance with approved budget; prepare updated projections based on actual income and expense activity.
- Prepare 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.

Administrative

- Maintain the business office of the organization.
- Purchase equipment, supplies, etc., according to budget and approved procedures.
- Handle correspondence, including patron suggestions and complaints.
- Develop, implement and maintain policies and procedures.
- Maintain documents according to legal requirements and/or Board policies and procedures.
- Ensure that all required legal and tax documents are prepared and filed as needed.
- 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 in writing in accordance with board approved policies. Maintain personnel files.
- 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.
- Maintain all payroll records for administrative and artistic staff.

Musicians

- Assist Music Director in hiring of all 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 issues and non-artistic matters.
- Coordinate all aspects of auditions.
- Together with the Music Director, oversee actions of librarian and personnel manager to ensure artistic goals are achieved within budgetary guidelines.

Education

- Together with the Music Director, recommend to the Board appropriate education initiatives and implement them.
- Serve as liaison to public schools in planning of education programs.
- Oversee Youth Orchestra program by working with Youth Orchestra conductor, CCSO Music Director and CCSO Board of Directors to implement short- and long-term goals.

General

- Keep abreast of activities and developments in the orchestra field; advise the Board of matters that may be helpful to promote the orchestra's objectives.

Requirements:

A bachelors degree or higher in music required, with an arts management degree a plus; a minimum of two years experience in non-profit arts administration or orchestra management (orchestra management preferred); strong working knowledge of orchestral music and artists preferred; experience as a musician a plus; outstanding leadership, organizational, communications, interpersonal and team-building skills; successful grant writing and development/fund-raising track record; strong marketing, promotion and public relations skills; excellent financial management and budgeting skills; general computer proficiency including Microsoft Office.

Organization description:

The Corpus Christi Symphony Orchestra is now in its 64th consecutive season. Grammy nominated music director and conductor John Giordano, formerly music director and conductor with the Fort Worth Symphony Orchestra for 27 seasons, is entering his fifth full season with the orchestra, which is comprised of 70+ per-service professional musicians.

Giordano's and the CCSO's reputations for high-quality performances have resulted in appearances with some of the best known artists of our day. Over the last four seasons, guest artists have included Van Cliburn, Itzhak Perlman, Andre Watts, Sarah Chang, Yefim Bronfman, Joshua Bell, Evelyn Glennie, the Romeros and Marvin Hamlisch. The 2009-2010 season will include 6 subscription concerts and two contract performances. Budget for the season is approximately \$800,000.

In addition to its regular season concerts, the orchestra performs educational concerts for area school children each year. The CCSO also manages and supports the Corpus Christi Area Youth Orchestra, under the direction of Dr. Jose Flores.

The CCSO's principal performance venue is the acclaimed 1400 seat Performing Arts Center at Texas A&M University-Corpus Christi. Currently in its fourth year of operation, the PAC was constructed at a cost of \$18 million and features superb acoustics for live performances.

CCSO full-time staff includes an Executive Director, a bookkeeper and a Production/Box Office Manager and an administrative assistant. Additional part-time or contract staff is employed as needed, including office personnel, a music librarian, an orchestra personnel manager, and a stage manager. The Board of Directors is made up of 30 diverse community leaders. The orchestra is also supported by an active Guild.

For more information on the orchestra, please visit <http://www.ccsymphony.org>.

Application procedure:

Provide a letter of application describing both interest and qualifications. Include a resume, contact information for three references (references will not be contacted without applicant's approval), plus salary history or requirements. Please e-mail information to address above, or mail to Debi Miller, President; Corpus Christi Symphony Orchestra, PO Box 495, Corpus Christi TX 78403.

Benefits offered:

Salary and benefits commensurate with experience and qualifications