



EXECUTIVE DIRECTOR JOB DESCRIPTION

Florida Symphony Youth Orchestras (FSYO)

JOB TITLE: Executive Director

REPORTS TO: Board of Directors

HOURS: Monday - Friday 10:00 a.m. - 5:00 p.m., Sunday 1 p.m. - 6 p.m. as needed, hours may vary.

The Executive Director must be able to work independently and follow-through on assigned tasks to completion.

The duties of the Executive Director include but are not limited to the following:

Planning:

- Lead the development and implementation of a master strategic plan for the organization that supports the artistic, financial, and public relations objectives of the organization in collaboration with the Music Director and the FSYO Board of Directors.
- Review and implement current and long-range administrative and personnel planning to ensure that the organization is effectively structured and staffed competently.

Board of Directors:

- Advise the Board on matters within the Executive Director's scope of responsibility, to promote the efficient operation of the organization and the delivery of the organization's programs and services.
- Provide support for the Board and its committees.
- 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.
- Help to identify and recruit qualified candidates for Board membership.
- Assist with board orientation.

Fundraising and Development/External Relations:

- Ensure effective communication with the organization's constituencies: Parents volunteer groups, other arts organizations, public agencies, government agencies, and the general public to achieve the public service objectives of the organization.
- Assist Development Director, Board and Board President in fund-raising activities, including annual fund drive, corporate sponsorships, special events, endowment campaigns, planned giving program, and identification and cultivation of donors.
- Assist Development Director with grant applications and reports to foundations, corporations, and government agencies.
- Assist Development and Board of Directors researching and implement new approaches / processes to fundraising.
- Ensure that all contributions and other support are acknowledged as may be required by law and as is otherwise appropriate.
- Ensure maintenance of accurate and complete records of financial contributions and other substantial support.
- Direct advocacy activities at local, state, and federal level.
- Coordinate FSYO participation in / cooperation with regional and national cultural organizations, as well as building relationships with local schools and other Arts institutions.

Artistic Administration:

- Assist in the development, implementation, and monitoring of the orchestra's artistic objectives with artistic staff.
- Consult with the Music Director in the selection of sectional coaches, guest artists, performing groups, and programs to support the orchestra's artistic objectives.
- Negotiate the agreements with paid sectional coaches, guest artists, performing groups within budget parameters.
- In collaboration with the Music Director, develop and implement plans to further develop the community outreach programs and other programs that support the mission and goals of FSYO.
- Oversee the future International and Domestic Tours with the Symphonic Orchestra.

Concert Production:

- In conjunction with the Music Director and staff develop an annual master plan for orchestra operations, including rehearsal schedules, concerts, program themes and ideas, special events, broadcasts, and audience development.
- Direct implementation of the master plan with other administrative staff.
- 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, licenses and rent other concert space as required.
- Ensure that required equipment, instruments, and permits and stage requirements are made for each concert.
- Ensure that rehearsals and concerts, and other events are properly staffed.
- Attend all concerts, special events and at least 50% of FSYO rehearsals.

Marketing and Promotion:

- Develop and implement a marketing plan in collaboration with the Development Director and the Board of Directors for audition campaigns, concert performances, using appropriate advertising and publicity to achieve maximum membership ticket sales.
- Oversee the ticket sales via concert venue box offices.
- Supervise the cultivation of media relationships and contacts.
- Assist in generating feature stories in print and broadcast media about the orchestra.
- Supervise the maintenance, management and upgrades to the FSYO website.

Finance:

- In collaboration with the Office Manager, board Treasurer, and the organization's financial consultants, ensure that accurate books of accounts are maintained as directed.
- Maintain bank accounts as directed by the Board.
- Prepare and submit for approval an annual operating budget.
- Monitor and authorize expenditures in accordance with approved budget.
- Prepare updated projections based on actual income and expense activity for Board review and approval.
- Review and approve accounts payable and receivable.
- Comply with all reporting requirements of grants and ensure that grants are spent in accordance with grant guidelines.
- Assure that financial records are organized, complete per instructions from the board approved auditor on the annual financial audit/review.
- Comply with all FSYO fiscal policies and any applicable state or federal regulations.
- Coordinate with the Operations Coordinator and Music Director the periodic review of symphony owned instruments and equipment; maintain inventory records.
- Maintain appropriate insurance against physical damage and public liability.

Administrative:

- Maintain the business office of the organization.
- Supervise and evaluate the performance of all administrative staff and artistic staff.
- Oversee and approve the purchase equipment, supplies, etc., according to budget and approval 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.
- Evaluate staff performance as needed but at least annually in writing.
- Review, 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.
- Annually review and revise employee job descriptions, handbooks, manuals and review employment policy
- Supervise all payroll records for administrative and artistic staff.

Education:

- Together with the Music Director, recommend to the Board appropriate education initiatives and implement board approved initiatives.
- Develop relations with local public and private schools to encourage the growth of the orchestra and the out-reach strings program.
- In coordination with the Music Director, coordinate and implement the out-reach strings program.
- Manage the tasks required for occasional orchestra international trips in cooperation with the tour company.

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.

Preferred Qualifications:

- Master's degree preferred or BA with extensive experience in business administration or public administration
- Prior experience in a music and/or arts production and education
- Participation in a non-profit environment for a minimum of two years or similar experience in event management and/or fundraising and organizational management
- Technical proficiency with Microsoft Office, fund accounting, database software, and social media sources
- Effective oral and written communication skills
- Ability to manage a wide variety of activities and multi-task
- Ability to work flexible hours, including evenings and weekends
- Experience working with a board of directors, or service on a non-profit board
- Strong people skills and ability to work with all ages
- Public speaking ability and ability to interact with potential funders
- Ability to work independently to achieve goals.

Other

- Other Tasks assigned by the board President that are appropriate to the position.

POSITION REQUIRES: Extensive knowledge of computer and social media skills. Ability to work with confidential data. Understanding of public schools' structure and knowledge of music and music education is a plus.

Florida Symphony Youth Orchestra is an equal opportunity employer. It maintains policies and practices that are designed to prevent discrimination against any qualified employee or applicant on the basis of race, color, religion, ancestry, national origin, sex, age, marital status, sexual orientation, disability and medical condition to the extent protected by law. This policy of nondiscrimination applies to all employment practices, including hiring, compensation, benefits, promotion, training, and termination.

Application Procedure: To be considered for this position, please provide the following materials: (1) your resume, (2) a cover letter addressed to the FSYO Executive Director Search Committee, (3) your salary requirements, and (4) names and contact information for three references. Please email these materials to edsearch@fsyo.org, and put "Executive Director Search" in the subject line. No mailed materials or phone calls, please.

Application: All applications will be treated as confidential. References will not be contacted without an applicant's knowledge. Candidate will be required to have a background check.