EXECUTIVE DIRECTOR, Job Description

ORGANIZATION DESCRIPTION: Founded in 1950, the Billings Symphony Orchestra & Chorale (BSO&C) serves the Billings, Montana, metropolitan area of 130,000+ and surrounding communities in eastern Montana and northern Wyoming. Anne Harrigan has been Music Director since June 2005, and under her direction the organization has grown artistically and had financial growth and success. The 80-piece orchestra annually performs 6 subscription concerts, 2 Nutcracker performances, a youth concert, and a summer Symphony in the Park. The 60-member chorale performs several concerts each season through Explore Music!, the BSO&C education and community engagement program, which expands its reach to 30,000 school children and seniors within a 200 mile radius of Billings. The annual operating budget is in the $750,000 range.

Billings is the most-populated city in Montana and is within close proximity to the Beartooth Mountains and Yellowstone National Park. It is the home of Montana State University-Billings and Rocky Mountain College. Billings is a growing and vibrant community with broad-based support and enthusiasm for the performing arts.

APPLICATION PROCESS: Submit a letter of interest and resume by e-mail to symphony@billingssymphony.org, Attn: Search Committee. Applicants should address how their knowledge, skills, and abilities would allow them to meet the basic function, role, duties and responsibilities of the executive director as set forth in this position description. Application materials will be accepted until the position is filled.

COMPENSATION: Salary and benefits are negotiable based upon the candidate’s experience. It is improbable that the executive director’s salary will exceed $60,000 annually.

LOCATION OF POSITION: The executive director’s office is in Billings, and it is the expectation of the BSO&C’s board of directors that the executive director will reside in Yellowstone County.

BASIC FUNCTION: The executive director is selected by and reports to the BSO&C’s board of directors through the board president. The position of executive director is distinct from the music director, who is responsible for all artistic matters and also reports to the board of directors through the board president. The executive director is responsible for managing the human and financial resources of the organization in order to achieve the BSO&C’s mission as articulated by the board of directors. The board of directors contemplates that the executive director will function as both a chief executive officer and a chief operating officer. To that end, the executive director is responsible and accountable for all operational aspects of the organization (performing the tasks or supervising others who perform the tasks), and implementing the policies set by the board of directors. The executive director shall carry out any responsibilities delegated by the board or directors and shall represent the BSO&C in all matters except those that are specifically delegated to the music director.

GENERAL FRAMEWORK: In conjunction with the music director, the executive director is responsible for providing leadership, vision, and information needed to enable the board of directors to adopt constructive progressive, sound, and practical plans for the continued development of the organization and the continued enrichment of the musical life of the community.

ROLE: The role of the executive director is to do all things possible to see that the organization constantly improves its musical product, that it operates on as stable a financial basis as possible and that it carries out its obligation to serve as a community cultural and educational institution—an obligation placed upon it by federal tax laws as a 501(c)(3) organization,
and also by the fact that the organization solicits and accepts contributions from the general public in order to strengthen the musical assets of the community.

REQUIREMENTS:

Management experience with an orchestra

Proven fund development and donor development skills

Strong fiscal management and reporting skills

Superb interpersonal skills and the ability to effectively communicate with partners (e.g. management for the Alberta Bair Theater), BSO&C employees, board of directors and other stakeholders; and

Ability to effectively motivate the board of directors, the staff and volunteers to achieve the BSO&C’s mission.

DUTIES AND RESPONSIBILITIES:

A. Provide administrative leadership for the organization -- generating and implementing ideas to promote the financial health of the organization and ensuring that the administrative office is effective and efficient i.e., maintaining and upgrading computer and technical equipment.

B. Implement the directives and policies of the Board and fulfill all responsibilities within the budgetary constraints of the organization.

C. Develop and implement fund raising/development activities, involving and supporting the board in the annual fund drive, corporate/business sponsorships, special events and the identification and cultivation of donors.

D. Monitor expenditures within budgets approved by the Board; maintain timely and accurate and complete financial records, present monthly financial statements for board review and approval. Be conversant with Quickbooks and the Tytix ticketing/donation system and periodically check that they are in sync.

E. Within budgets, salary schedules and personnel policies adopted by the Board, hire, supervise, dismiss (when appropriate) and motivate staff responsible for development, marketing and promotion, education and audience development, bookkeeping/accounting, and other business office/administrative functions.

F. By May 15 of each year, present to the fiscal affairs committee and then the board a proposed budget for the next fiscal year July 1—June 30.

G. 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; oversees ticket sales operations.

H. Ensure that grants are spent in accordance with grant guidelines and that all reporting requirements are met.

I. Negotiate contracts with venues, vendors, promoters, stage crews, and others for good and services authorized by the board in the budget or otherwise. Negotiate contracts for guest artists. Secure required equipment, instruments, licenses, and permits.

J. Form a productive, effective, professional, cooperative, and collaborative working relationship with the Music Director, and present an image of unity to the musicians, audience, donors, supporters and the larger communities in which the Symphony serves.

K. Provide assistance reasonably requested by the music director in performing her/his duties, including meeting with the music director or staff to exchange information and/or resolve issues of mutual concern.

L. Attend and participate in meeting of the Board, and of its committees when requested by the president. Attend concerts and special events as reasonably possible.
M. Negotiate the master agreement on a bi-annual basis, and meet on a by-concert/as-needed basis with the Orchestra Committee.

N. Select and hire the guest artists for the annual Nutcracker and New Year’s Eve concerts, with the approval of the music director and the board of directors.

Application Deadline: 6/3/2013

Apply to name: Search Committee

Apply to email: symphony@billingssymphony.org

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