

## **Executive Director, Bemidji Symphony Orchestra – Position Description**

The Bemidji Symphony Orchestra (BSO), a community-based regional orchestra now in its 80<sup>th</sup> season, seeks an experienced Executive Director to work in partnership with the Board of Directors, Music Director, and Personnel Manager/Music Librarian to achieve the BSO's mission to enrich and educate musicians and audiences of northern Minnesota through innovative orchestra experiences. The BSO produces six subscription concerts plus a summer pops concert each season, as well as a biennial youth concert. This is a part-time (20-32 hours/week negotiable) position with flexible hours requiring some evening and weekend work. A passion for the arts and a non-profit environment is a must.

### **Position**

The Executive Director reports to the Board of Directors and is responsible for all aspects of the BSO's operations, managing fundraising and marketing, and promoting community relations. Primary duties include the following. Other duties may be assigned.

### **Board Support**

- Participate in all Board meetings, attend committee meetings as needed; help identify and recruit qualified candidates for Board membership; maintain a collaborative relationship with Board members.
- Keep the Board informed of finances, operating and development activities, and personnel matters; provide leadership on issues of structure, development, planning, budgeting, procedures, and policies; advise on matters, activities and developments in the orchestra field.
- Organize and implement Board retreats as needed.

### **Development and Community Relations**

- Attend orchestra performances and public presentations, serve as the public face and advocate for the orchestra in the community, and develop patron/donor relations.
- Recommend fund-raising policies and procedures; develop, plan, and implement all fund-raising campaigns; cultivate new prospects and seek out new funding opportunities; prepare proposals; work with the fundraising committee to plan and implement all special fund-raising events.
- Ensure all contributions and other support are acknowledged as may be required by law and as is otherwise appropriate; maintain accurate records of financial and other substantial support.
- Prepare grant applications for corporations, foundations, and government agencies that provide arts funding; research grant possibilities; write reports; follow up on each proposal.

### **Marketing, Promotion and Communications**

- Work closely with and support the Music Director in her/his duties and artistic aspirations; consult with the Music Director to negotiate with guest artists on fees and stipends; ensure guest artists have their needs met and have a positive experience with the BSO.
- Promote the image of the BSO by publicly articulating and supporting the mission, vision, programs, and impact of the BSO; maintain effective communications and public relations with all BSO constituencies, other arts organizations, government agencies, and the general public.
- Develop and implement a marketing plan for subscription campaigns and for individual performances using appropriate, accurate advertising and publicity.
- Work with graphic designer and oversee the development and production of all advertising materials used to support BSO's concerts and fund-raising efforts; ensure timely and accurate content updates to the BSO website and social media outlets.

## **Finance**

- Work with Treasurer to develop annual budget, attest/authorize payment requests; purchase equipment, services, and supplies according to approved budgets and procedures.
- Keep financial records; ensure all bookkeeping and reporting tasks are performed in compliance with FASB and with State and IRS regulations.

## **Administrative -- Operations:**

- Provide accurate and timely contracts for staff, musicians, and guest artists; serve as Authorizing Official on contracts.
- Maintain/update database with information on ticket sales, ad sales, and donations.
- Manage the administrative office, equipment, supplies, and filing/archives; maintain office hours; handle public inquiries; retrieve/process voicemail, email, and USPS mail; update and maintain annual activity calendar and board manual.

## **Negotiable Hours and Potential Supervisory Responsibility**

This is a part-time exempt position (20-32 hours/week negotiable) with flexible hours requiring some evening and weekend work. If the ideal candidate prefers to work less than 32 hours per week, the BSO board will authorize the executive director to hire and supervise a part-time office assistant.

## **Qualifications**

- Required:
  - Minimum of a bachelor's degree.
  - Possesses superior communication skills, including writing, listening, and speaking.
  - Possess a passion for the arts and a non-profit environment.
  - Exhibits a high level of integrity; values cooperation and process-based decision making.
  - Is highly self-directed and skilled at organization, multi-tasking, workload prioritization, and timely completion of projects.
  - Proficient with essential software such as word processing, spreadsheet, and database.
  - Must possess and maintain a valid driver's license.
- Preferred
  - Successful experience in non-profit governance and/or management.
  - Demonstrated success in grant writing, marketing, fund raising, and institutional image building.
  - Experience in financial administration and reporting.
  - Experience maintaining websites and social media accounts.

## **Compensation**

Salary is dependent upon work experience and is commensurate for an organization of its size. Benefits are available for an executive director working at least .75 time.

## **Application Process**

Submit a letter of interest, resume and three professional references as a Microsoft Word file or as a pdf file with your first and last name in the file name to the BSO Search Committee at [bsoexecdirsearch@gmail.com](mailto:bsoexecdirsearch@gmail.com) by February 18, 2019.